

Date: 11MAY04  
Time: 10:01

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 231

2257 FO DEAN, STEVEN

Bid Period JUL03 01JUL03 - 31JUL03

DEAN, STEVEN							HYA BEL FO				Emp: 2257			JUL03	
Blk: 0264 Sen: 00188 (817)797-3864															
DTE	PAIR	BGN	END	BLK	CDT	TBES	DTE	PAIR	BGN	END	BLK	CDT	TBES		
T01	OFF					BH12	T17	OFF					BH12		
W02	OFF					BH12	F18	PDU	0910	2055			BH12		
T03	OFF					BH12	S19	H1257G	0933	1321	0041	0043	BH12		
F04	H1250B	0513	1336	0535	0552	BH12	S20	H1264	0950	1702	0429	0436	BH12		
S05	H1254	0510	1652	0616	0710	BH12	M21	H1251B	0445	1343	0530	0542	BH12		
S06	H1260	0910	2141	0813	0813	BH12	T22	OFF					BH12		
MO7	H1261A	0910	0100	0933	0938	BH12	W23	OFF					BH12		
T08	OFF					BH12	T24	OFF					BH12		
W09	OFF					BH12	F25	H1252	0505	1050	0255	0305	BH12		
T10	OFF					BH12	S26	H1266	1155	1828	0243	0333	BH12		
F11	H1261	0910	2154	0738	0810	BH12	S27	H1261	0910	2036	0752	0831	BH12		
S12	H1262D	0910	2051	0525	0605	BH12	M28	R11	0900	2000		0200	BH12		
S13	H1264	0950	1658	0447	0452	BH12	T29	H1251	0500	1342	0633	0640	BH12		
M14	H1252	0505	0942	0302	0302	BH12	W30	OFF					BH12		
T15	OFF					BH12	T31	OFF					BH12		
W16	OFF					BH12	F01								
Day Off: 15 Blk:YTD=0636:45 MTD=081:12 PROJ=081:12 CDT:MTD=087:52 PROJ=087:52															
11MAY04 10:01:30															

Exhibit

Date: 11MAY04  
Time: 10:01

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 232

2257 FO DEAN, STEVEN

Bid Period JUL03 01JUL03 - 31JUL03

H1250B 04JUL03  
CA01FC01FA00CF00CP00  
Report 0513 Duty 0823 Block 0535  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 0500 HYA-HYA 0558 0628 0558 0628 BE1 0030 0030 047  
Fr 5000 HYA-LGA 0710 0810 0715 0836 BE1 0121 0121 014  
Fr 5026 LGA-PWM 0815 0941 0850 1012 BE1 0126 0122 008  
Fr 5026 PWM-LGA 1000 1125 1020 1141 BE1 0125 0121 039  
Fr 5002 LGA-HYA 1230 1340 1220 1321 BE1 0110 0101  
TOTAL BLK 0535 DUTY 0823 TAFB 823

H1261 11JUL03  
CA01FC01FA00CF00CP00  
Report 0910 Duty 1244 Block 0738  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 5001 HYA-LGA 1010 1120 1115 1231 BE1 0116 0116 024  
Fr 5031 LGA-LEB 1215 1330 1255 1404 BE1 0115 0109 036  
Fr 5031 LEB-LGA 1345 1459 1440 1547 BE1 0114 0107 028  
Fr 5058 LGA-PVD 1529 1630 1615 1709 BE1 0101 0054 050  
Fr 5058 PVD-LGA 1715 1815 1759 1847 BE1 0100 0048 013  
Fr 5041 LGA-MVY 1900 2010 1900 2059 BE1 0159 0159 015  
Fr 5041 MVY-HYA 2020 2040 2114 2139 BE1 0025 0025  
TOTAL BLK 0738 DUTY 1244 TAFB 1244

H1254 05JUL03  
CA01FC01FA00CF00CP00  
Report 0510 Duty 1142 Block 0616  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa 5037 HYA-MVY 0610 0630 0600 0617 BE1 0020 0017 018  
Sa 5037 MVY-LGA 0645 0755 0635 0738 BE1 0110 0103 027  
Sa 5007 LGA-PVD 0810 0910 0805 0851 BE1 0100 0046 034  
Sa 5007 PVD-LGA 0930 1029 0925 1020 BE1 0059 0055 035  
Sa 5028 LGA-LEB 1100 1215 1055 1155 BE1 0115 0100 045  
Sa 5028 LEB-LGA 1245 1400 1240 1347 BE1 0115 0107 142  
Sa 5086 LGA-HYA 1529 1640 1529 1637 BE1 0111 0108  
TOTAL BLK 0616 DUTY 1142 TAFB 1142

H1262D 12JUL03  
CA01FC01FA00CF00CP00  
Report 0910 Duty 1141 Block 0525  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa 5001 HYA-LGA 1010 1120 1010 1129 BE1 0119 0119 031  
Sa LIMO LGA-LGA 1200 1256 1200 1256 0028 049  
Sa 5028 LGA-LEB 1150 1305 1345 1527 BE1 0142 0142 006  
Sa 5028 LEB-LGA 1330 1445 1533 1636 BE1 0115 0103 239  
Sa 9450 LGA-HYA 1700 1800 1915 2036 BE1 0121 0121  
TOTAL BLK 0525 DUTY 1141 TAFB 1141

H1260 06JUL03  
CA01FC01FA00CF00CP00  
Report 0910 Duty 1231 Block 0813  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Su 5001 HYA-LGA 1010 1120 1005 1120 BE1 0115 0115 050  
Su 5031 LGA-HYA 1215 1330 1210 1330 BE1 0120 0120 010  
Su 5031 HYA-LGA 1345 1459 1340 1459 BE1 0119 0119 026  
Su 5058 LGA-PVD 1529 1629 1525 1631 BE1 0106 0106 114  
Su 5058 PVD-LGA 1800 1900 1745 1855 BE1 0110 0110 025  
Su 5041 LGA-MVY 1925 2030 1920 2103 BE1 0143 0143 003  
Su 5041 MVY-HYA 2045 2100 2106 2126 BE1 0020 0020  
TOTAL BLK 0813 DUTY 1231 TAFB 1231

H1264 13JUL03  
CA00FC01FA00CF00CP00  
Report 0950 Duty 0708 Block 0447  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Su 5037 HYA-LGA 1050 1159 1100 1204 BE1 0109 0104 021  
Su 5002 LGA-HYA 1230 1340 1225 1342 BE1 0117 0117 013  
Su 5002 HYA-LGA 1355 1459 1355 1510 BE1 0115 0115 022  
Su 5039 LGA-HYA 1540 1649 1532 1643 BE1 0111 0111  
TOTAL BLK 0447 DUTY 0708 TAFB 708

H1261A 07JUL03  
CA01FC01FA00CF00CP00  
Report 0910 Duty 1550 Block 0933  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 5001 HYA-LGA 1010 1120 0958 1115 BE1 0117 0117 055  
Mo 5031 LGA-LEB 1215 1330 1210 1325 BE1 0115 0115 015  
Mo 5031 LEB-LGA 1345 1459 1340 1500 BE1 0120 0120 029  
Mo 5058 LGA-PVD 1529 1630 1529 1630 BE1 0101 0101 310  
Mo 5058 PVD-LGA 1715 1815 1940 2038 BE1 0100 0058 007  
Mo 5041 LGA-MVY 1900 2010 2045 2152 BE1 0110 0107 003  
Mo 5041 MVY-HYA 2020 2040 2155 2223 BE1 0028 0028 010  
Mo 9534 HYA-ALB 2245 2345 2233 2338 BE1 0105 0105 005  
Mo 9534 ALB-HYA 2355 0055 2343 0045 BE1 0102 0102  
TOTAL BLK 0933 DUTY 1550 TAFB 1550

H1252 14JUL03  
CA01FC01FA00CF00CP00  
Report 0505 Duty 0437 Block 0302  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 5037 HYA-MVY 0605 0625 0555 0620 BE1 0025 0025 015  
Mo 5037 MVY-LGA 0640 0750 0635 0750 BE1 0115 0115 015  
Mo 5001 LGA-HYA 0810 0920 0805 0927 BE1 0122 0122  
TOTAL BLK 0302 DUTY 0437 TAFB 437

H1257G 19JUL03  
CA00FC01FA00CF00CP00  
Report 0933 Duty 0348 Block 0041  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa 9451 HYA-ACK 1018 1045 1040 1105 BE1 0027 0025 145  
Sa 9444 ACK-HYA 1250 1306 1250 1306 BE1 0016 0016  
TOTAL BLK 0041 DUTY 0348 TAFB 348

Date: 11MAY04  
Time: 10:01

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 233

2257 FO DEAN, STEVEN

Bid Period JUL03 01JUL03 - 31JUL03

H1264 20JUL03  
CA01FC01FA00CF00CP00  
Report 0950 Duty 0712 Block 0429  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Su 5037 HYA-LGA 1050 1159 1043 1145 BE1 0109 0102 039  
Su 5002 LGA-HYA 1230 1340 1224 1334 BE1 0110 0110 016  
Su 5002 HYA-LGA 1355 1459 1350 1455 BE1 0105 0105 040  
Su 5039 LGA-HYA 1540 1649 1535 1647 BE1 0112 0112  
TOTAL BLK 0429 DUTY 0712 TAFB 712

H1251 29JUL03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0842 Block 0633  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 5000 HYA-ACK 0600 0625 0550 0619 BE1 0029 0029 011  
Tu 5000 ACK-LGA 0640 0750 0630 0752 BE1 0122 0122 018  
Tu 5014 LGA-ORF 0810 0950 0810 1005 BE1 0155 0155 010  
Tu 5014 ORF-LGA 1020 1159 1015 1159 BE1 0144 0144 025  
Tu 5002 LGA-HYA 1230 1340 1224 1327 BE1 0110 0103  
TOTAL BLK 0633 DUTY 0842 TAFB 842

H1251B 21JUL03  
CA01FC01FA00CF00CP00  
Report 0445 Duty 0858 Block 0530  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 9444 HYA-PVD 0530 0600 0545 0622 BE1 0037 0037 008  
Mo 5006 PVD-LGA 0630 0729 0630 0729 BE1 0059 0059 023  
Mo 5026 LGA-PWM 0759 0925 0752 0910 BE1 0126 0118 045  
Mo 5026 PWM-LGA 1000 1125 0955 1125 BE1 0130 0130 057  
Mo 5002 LGA-HYA 1230 1340 1222 1328 BE1 0110 0106  
TOTAL BLK 0530 DUTY 0858 TAFB 858

H1252 25JUL03  
CA01FC01FA00CF00CP00  
Report 0505 Duty 0545 Block 0255  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 5037 HYA-MVY 0605 0625 0715 0750 BE1 0035 0035 005  
Fr 5037 MVY-LGA 0640 0750 0755 0855 BE1 0110 0100 020  
Fr 5001 LGA-HYA 0810 0920 0915 1035 BE1 0120 0120  
TOTAL BLK 0255 DUTY 0545 TAFB 545

H1266 26JUL03  
CA01FC01FA00CF00CP00  
Report 1155 Duty 0633 Block 0243  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa LIMO HYA-BOS 1210 1340 1210 1340 0045 100  
Sa 5095 BOS-ACK 1440 1530 1440 1526 BE1 0050 0046 009  
Sa 5095 ACK-BOS 1545 1630 1535 1619 BE1 0045 0044 036  
Sa 5096 BOS-ACK 1700 1745 1655 1743 BE1 0048 0048 005  
Sa 5096 ACK-HYA 1755 1815 1748 1813 BE1 0025 0025  
TOTAL BLK 0243 DUTY 0633 TAFB 633

H1261 27JUL03  
CA01FC01FA00CF00CP00  
Report 0910 Duty 1126 Block 0752  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Su 5001 HYA-LGA 1010 1120 1000 1205 BE1 0205 0205 005  
Su 5031 LGA-LEB 1215 1330 1210 1333 BE1 0123 0123 012  
Su 5031 LEB-LGA 1345 1459 1345 1447 BE1 0114 0102 032  
Su 5058 LGA-PVD 1529 1630 1519 1612 BE1 0101 0053 108  
Su 5058 PVD-LGA 1715 1815 1720 1827 BE1 0107 0107 023  
Su 5041 LGA-MVY 1900 2010 1850 1941 BE1 0110 0051 009  
Su 5041 MVY-HYA 2020 2040 1950 2021 BE1 0031 0031  
TOTAL BLK 0752 DUTY 1126 TAFB 1126

06JUL03

LEGAL TO START LEGAL TO FINISH 121.471(g) LGA  
VOLUME

Date: 11MAY04  
Time: 10:01

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 234

2257 FO DEAN, STEVEN

Bid Period JUL03 01JUL03 - 31JUL03

07JUL03  
LEGAL PART 91 ROUND TRIP AFTER PART 121 2:07

18JUL03  
changed pairing to longer one so other FO could  
cover open time

18JUL03  
called sick

18JUL03  
STEVE CALLED IN SICK I ASKED FOR A DR'S NOTE HE  
SAID HE DID NOT HAVE ONE. THEN HE SAID HE JUST  
COULD NOT NON REV OUT OF DFW DMR

18JUL03  
I GOT NAQMI INVOLVED HE COULD JUMP ON UNITED TO  
ORD TO PVD AND DRIVE TO HYA HE WOULD NOT DO THAT.  
I TOLD HIM THE CP WILL BE TALKING TO HIM. DMR

18JUL03  
I SAID I AM GIVING YOU A NO PAY DO HE SAID HE WILL  
GET A DR'S NOTE. DMR

20JUL03  
verbal trade with clark

21JUL03  
LEFT VM RE CHANGES IN 21 JUL PAIRING

28JUL03  
modified res for early morning pairing on the 29th

29JUL03  
removed res to cover open time

check with acct. about res. for 7/31. he called to have us make a

R11 PM RESERVE 1100-2300	R11	07/28/03	07/28/03	FO	4137	07/27/03	20:36
ADV Notification	H1251B	07/21/03		FO	4137	07/20/03	16:56
MMM Modified Pairing	H1251A	07/21/03		FO	4419	07/20/03	12:11
MMM Modified Pairing	H1251	07/21/03		FO	4419	07/20/03	11:51
ADV Notification	H1258	07/20/03		FO	4419	07/19/03	13:24
ADV Notification	H1264	07/20/03		FO	4419	07/19/03	13:24
TTD Trip Trade Drop Prg	H1258	07/20/03	07/20/03	FO	4419	07/19/03	13:22
TTA Trip Trade Add Prg	H1264	07/20/03	07/20/03	FO	4419	07/19/03	13:22
MMM Modified Pairing	H1257F	07/19/03		FO	4419	07/19/03	13:12
MMM Modified Pairing	H1257E	07/19/03		FO	4419	07/19/03	13:05
MMM Modified Pairing	H1257D	07/19/03		FO	4419	07/19/03	10:24
MMM Modified Pairing	H1257C	07/19/03		FO	4419	07/19/03	09:22
MMM Modified Pairing	H1257B	07/19/03		FO	4419	07/19/03	08:26
MMM Modified Pairing	H1257	07/19/03		FO	4419	07/19/03	07:50
PDU UNPAID LEAVE		07/18/03	07/18/03	FO	6893	07/17/03	13:09
RAD Remove Absence Day	SCK	07/18/03	07/18/03	FO	6893	07/17/03	13:08
SCK SICK		07/18/03	07/18/03	FO	6893	07/17/03	13:00
DRP Drop Pairing	H1261	07/18/03	07/18/03	FO	6893	07/17/03	13:00
ADV Notification	H1252	07/18/03		FO	4152	07/15/03	10:25



Date: 11MAY04  
Time: 10:01

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 235

2257 FO DEAN, STEVEN		Bid Period JUL03		01JUL03 - 31JUL03	
ADV Notification	H1261 07/18/03	FO	4152	07/15/03	10:25
ADD Assign Pairing	H1261 07/18/03	07/18/03 FO	4152	07/15/03	10:13
DRP Drop Pairing	H1252 07/18/03	07/18/03 FO	4152	07/15/03	10:13
ADV Notification	H1251 07/29/03	FO	6893	07/15/03	09:34
ADV Notification	RRD 07/29/03	FO	6893	07/15/03	09:34
ADV Notification	R11 07/28/03	FO	6893	07/15/03	09:34
ADD Assign Pairing	H1251 07/29/03	07/29/03 FO	4152	07/15/03	08:53
RRD Remove Reserve Day	R11 07/29/03	07/29/03 FO	4152	07/15/03	08:52
R11 PM RESERVE 1100-2300	R11 07/28/03	07/28/03 FO	4152	07/15/03	08:52
MMM Modified Pairing	H1262C 07/12/03	FO	4137	07/13/03	14:55
MMM Modified Pairing	H1262B 07/12/03	FO	4137	07/12/03	20:54
MMM Modified Pairing	H1262A 07/12/03	FO	4137	07/12/03	15:49
MMM Modified Pairing	H1262 07/12/03	FO	4419	07/12/03	12:32
MMM Modified Pairing	H1261 07/07/03	FO	4137	07/07/03	21:38
MMM Modified Pairing	H1250A 07/04/03	FO	4419	07/04/03	07:12
MMM Modified Pairing	H1250 07/04/03	FO	4419	07/04/03	06:42
ADV Notification	H1275 07/06/03	FO	4419	07/03/03	13:40
ADV Notification	H1260 07/06/03	FO	4419	07/03/03	13:40
DRP Drop Pairing	H1275 07/06/03	07/06/03 FO	4419	07/03/03	13:00
ADD Assign Pairing	H1260 07/06/03	07/06/03 FO	4419	07/03/03	13:00
R11 PM RESERVE 1100-2300	R11 07/29/03	07/29/03 FO	2371	06/27/03	10:28
R11 PM RESERVE 1100-2300	R11 07/28/03	07/28/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1261 07/27/03	07/27/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1266 07/26/03	07/26/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1252 07/25/03	07/25/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1251 07/21/03	07/21/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1258 07/20/03	07/20/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1257 07/19/03	07/19/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1252 07/18/03	07/18/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1252 07/14/03	07/14/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1264 07/13/03	07/13/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1262 07/12/03	07/12/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1261 07/11/03	07/11/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1261 07/07/03	07/07/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1275 07/06/03	07/06/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1254 07/05/03	07/05/03 FO	2371	06/27/03	10:28
AWD Bid Award	H1250 07/04/03	07/04/03 FO	2371	06/27/03	10:28

DEAN, STEVEN							HYA BEL FO		Emp: 2257		AUG03	
Blk: 0196 Sen: 00188 (817)797-3864												
DTE	PAIR	BGN	END	BLK	CDT	TBES	DTE	PAIR	BGN	END	BLK	CDT TBES
F01	H1131A	1255	2121	0503	0512	BH12	S16	SCK	0600			BH12
S02	H1126	0910	1923	0517	0521	BH12	S17	SCK	2400			0730 BH12
S03	H1127	0910	2144	0745	0747	BH12	M18	SCK	0505	0945		0345 BH12
M04	OFF					BH12	T19	H1121	0500	1345	0550	0604 BH12
T05	OFF					BH12	W20	H1121	0500	1403	0635	0635 BH12
W06	OFF					BH12	T21	OFF				BH12
T07	OFF					BH12	F22	OFF				BH12
F08	OFF					BH12	S23	OFF				BH12
S09	H1121	0500	1336	0530	0604	BH12	S24	OFF				BH12
S10	R04	0400	0759			BH12	M25	OFF				BH12
S10	H1011C	0800	1823	0708	0734	BH12	T26	H1121B	0500	1355	0638	0639 BH12
M11	RES	0500	1700		0200	BH12	W27	OFF				BH12
T12	H1122	0505	0939	0242	0244	BH12	T28	OFF				BH12
W13	OFF					BH12	F29	OFF				BH12
T14	OFF					BH12	S30	OFF				BH12
F15	OFF					BH12	S31	OFF				BH12
Day Off: 21 Blk:YTD=0636:45 MID=052:28 PROJ=052:28 CDT:MID=067:15 PROJ=067:15												
11MAY04 11:25:23												

Date: 11MAY04  
Time: 11:25

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 247

2257 FO DEAN, STEVEN

Bid Period AUG03 01AUG03 - 31AUG03

H1131A 01AUG03  
CA01FC01FA00CF00CP00  
Report 1255 Duty 0826 Block 0503  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 5002 HYA-LGA 1355 1459 1355 1510 BE1 0115 0115 025  
Fr 5039 LGA-HYA 1540 1649 1535 1712 BE1 0137 0137 107  
Fr 5039 HYA-LGA 1720 1830 1819 1920 BE1 0110 0101 036  
Fr 5005 LGA-HYA 1945 2046 1956 2106 BE1 0110 0110  
TOTAL BLK 0503 DUTY 0826 TAFB 826

H1011C 10AUG03  
CA01FC01FA00CF00CP00  
Report 0800 Duty 1023 Block 0708  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Su 9447 HYA-ACK 0845 0910 0915 0946 BE1 0031 0031 010  
Su 5038 ACK-LGA 0930 1040 0956 1059 BE1 0110 0103 023  
Su 5008 LGA-PVD 1100 1200 1122 1215 BE1 0100 0053 010  
Su 5008 PVD-LGA 1225 1330 1225 1330 BE1 0105 0105 024  
Su 5021 LGA-MVY 1359 1504 1354 1508 BE1 0114 0114 017  
Su 5021 MVY-LGA 1525 1629 1525 1649 BE1 0124 0124 021  
Su 9442 LGA-HYA 1640 1750 1710 1808 BE1 0110 0058  
TOTAL BLK 0708 DUTY 1023 TAFB 1023

H1126 02AUG03  
CA01FC01FA00CF00CP00  
Report 0910 Duty 1013 Block 0517  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa 5001 HYA-LGA 1010 1120 1002 1110 BE1 0110 0108 035  
Sa 5028 LGA-LEB 1150 1305 1145 1303 BE1 0118 0118 022  
Sa 5028 LEB-LGA 1330 1445 1325 1438 BE1 0115 0113 247  
Sa 5041 LGA-ACK 1730 1840 1725 1840 BE1 0115 0115 005  
Sa 5041 ACK-HYA 1850 1910 1845 1908 BE1 0023 0023  
TOTAL BLK 0517 DUTY 1013 TAFB 1013

H1122 12AUG03  
CA00FC01FA00CF00CP00  
Report 0505 Duty 0434 Block 0242  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 5037 HYA-MVY 0605 0625 0600 0620 BE1 0020 0020 017  
Tu 5037 MVY-LGA 0640 0750 0637 0745 BE1 0110 0108 025  
Tu 5001 LGA-HYA 0810 0920 0810 0924 BE1 0114 0114  
TOTAL BLK 0242 DUTY 0434 TAFB 434

H1127 03AUG03  
CA01FC01FA00CF00CP00  
Report 0910 Duty 1234 Block 0745  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Su 5001 HYA-LGA 1010 1120 1005 1115 BE1 0110 0110 050  
Su 5031 LGA-LEB 1215 1330 1205 1328 BE1 0123 0123 017  
Su 5031 LEB-LGA 1345 1459 1345 1509 BE1 0124 0124 020  
Su 5058 LGA-PVD 1529 1630 1529 1635 BE1 0106 0106 150  
Su 5058 PVD-LGA 1715 1815 1825 1923 BE1 0100 0058 017  
Su 5041 LGA-MVY 1900 2010 1940 2055 BE1 0115 0115 005  
Su 5041 MVY-HYA 2020 2040 2100 2129 BE1 0029 0029  
TOTAL BLK 0745 DUTY 1234 TAFB 1234

H1121 19AUG03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0845 Block 0550  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 5000 HYA-ACK 0600 0625 0600 0625 BE1 0025 0025 012  
Tu 5000 ACK-LGA 0640 0750 0637 0740 BE1 0110 0103 030  
Tu 5014 LGA-ORF 0810 0950 0810 0947 BE1 0140 0137 033  
Tu 5014 ORF-LGA 1020 1159 1020 1155 BE1 0139 0135 025  
Tu 5002 LGA-HYA 1230 1340 1220 1330 BE1 0110 0110  
TOTAL BLK 0550 DUTY 0845 TAFB 845

H1121 09AUG03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0836 Block 0530  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa 5000 HYA-ACK 0600 0625 0600 0621 BE1 0025 0021 009  
Sa 5000 ACK-LGA 0640 0750 0630 0732 BE1 0110 0102 033  
Sa 5014 LGA-ORF 0810 0950 0805 0935 BE1 0140 0130 045  
Sa 5014 ORF-LGA 1020 1159 1020 1156 BE1 0139 0136 024  
Sa 5002 LGA-HYA 1230 1340 1220 1321 BE1 0110 0101  
TOTAL BLK 0530 DUTY 0836 TAFB 836

H1121 20AUG03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0903 Block 0635  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 5000 HYA-ACK 0600 0625 0550 0615 BE1 0025 0025 015  
We 5000 ACK-LGA 0640 0750 0630 0740 BE1 0110 0110 025  
We 5014 LGA-ORF 0810 0950 0805 0955 BE1 0150 0150 015  
We 5014 ORF-LGA 1020 1159 1010 1152 BE1 0142 0142 028  
We 5002 LGA-HYA 1230 1340 1220 1348 BE1 0128 0128  
TOTAL BLK 0635 DUTY 0903 TAFB 903

Date: 11MAY04

Time: 11:25

COLGAN AIR

Employee Bid Period Archive

Sabre CrewTrac

Page 248

2257 FO DEAN, STEVEN

Bid Period AUG03

01AUG03 - 31AUG03

H1121B 26AUG03
CA00FO01FA00CF00CP00
Report 0500 Duty 0855 Block 0638
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT
Tu 5000 HYA-ACK 0600 0625 0555 0619 BE1 0025 0024 016
Tu 5000 ACK-LGA 0640 0750 0635 0754 BE1 0119 0119 014
Tu 5014 LGA-ORF 0810 0950 0808 1004 BE1 0156 0156 016
Tu 5014 ORF-LGA 1020 1159 1020 1159 BE1 0139 0139 021
Tu 5002 LGA-HYA 1230 1340 1220 1340 BE1 0120 0120
TOTAL BLK 0638 DUTY 0855 TAFB 855

08AUG03

hotel- sea coast inn

confirm #- 148023

11AUG03

on res due to IOE

15AUG03

hotel- radisson

confirm #- 104703

16AUG03

needs days for his wife

16AUG03

will call us on sat or sun morning about mon

17AUG03

needs days for his wife

18AUG03

wife out of hospital, will be back on Tues.

19AUG03

back on original schedule

20AUG03

back on original schedule

25AUG03

hotel- radisson

confirm #- 104704

MMM Modified Pairing	H1121A	08/26/03	FO	5249	08/27/03	15:56
DRP Drop Pairing	H1123	08/30/03	08/30/03	FO	5249	08/26/03 19:06
DRP Drop Pairing	H1123	08/29/03	08/29/03	FO	5249	08/26/03 19:06
DRP Drop Pairing	H1123	08/28/03	08/28/03	FO	5249	08/26/03 19:06
DRP Drop Pairing	H1123	08/27/03	08/27/03	FO	5249	08/26/03 17:37
MMM Modified Pairing	H1121	08/26/03	FO	5249	08/26/03	15:39
ADV Notification	H1121	08/20/03	FO	4137	08/17/03	22:58
ADV Notification	R04	08/20/03	FO	4137	08/17/03	22:58

Date: 11MAY04

Time: 11:25

COLGAN AIR

Employee Bid Period Archive

Sabre CrewTrac

Page 249

2257 FO DEAN, STEVEN

Bid Period AUG03

01AUG03 - 31AUG03

ADV Notification	RRD	08/20/03	FO	4137	08/17/03	22:58
ADV Notification	H1121	08/19/03	FO	4137	08/17/03	22:58
ADV Notification	H1130	08/19/03	FO	4137	08/17/03	22:58
RRD Remove Reserve Day	R04	08/20/03	08/20/03	FO	4137	08/17/03 19:14
ADD Assign Pairing	H1121	08/20/03	08/20/03	FO	4137	08/17/03 19:14
DRP Drop Pairing	H1130	08/19/03	08/19/03	FO	4137	08/17/03 19:14
ADD Assign Pairing	H1121	08/19/03	08/19/03	FO	4137	08/17/03 19:14
R04 RESERVE 0400-1600	R04	08/20/03	08/20/03	FO	5249	08/17/03 13:59
ADD Assign Pairing	H1130	08/19/03	08/19/03	FO	5249	08/17/03 13:31
DRP Drop Pairing	H1121	08/20/03	08/20/03	FO	5249	08/17/03 13:30
DRP Drop Pairing	H1121	08/19/03	08/19/03	FO	5249	08/17/03 13:30
DRP Drop Pairing	H1123	08/18/03	08/18/03	FO	4137	08/16/03 21:11
SCK SICK		08/18/03	08/18/03	FO	4137	08/16/03 21:11
SCK SICK		08/16/03	08/17/03	FO	5249	08/13/03 18:58
RRD Remove Reserve Day	R04	08/17/03	08/17/03	FO	5249	08/13/03 18:58
DRP Drop Pairing	H1121	08/16/03	08/16/03	FO	5249	08/13/03 18:58
MM Modified Pairing	H1011B	08/10/03		FO	6893	08/10/03 10:31
MM Modified Pairing	H1011A	08/10/03		FO	6893	08/10/03 10:22
MM Modified Pairing	H1011	08/10/03		FO	6893	08/10/03 08:51
R04 RESERVE 0400-1600	R04	08/10/03	08/10/03	FO	6893	08/10/03 08:51
ADD Assign Pairing	H1011	08/10/03	08/10/03	FO	6893	08/10/03 08:51
ADV Notification	H1121	08/11/03		FO	4137	08/08/03 18:23
ADV Notification	RES	08/11/03		FO	4137	08/08/03 18:23
RES RESERVE DAY	RES	08/11/03	08/11/03	FO	4152	08/07/03 11:41
DRP Drop Pairing	H1121	08/11/03	08/11/03	FO	4152	08/07/03 11:41
MM Modified Pairing	H1131	08/01/03		FO	4137	08/01/03 19:36
AWD Bid Award	H1123	08/30/03	08/30/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1123	08/29/03	08/29/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1123	08/28/03	08/28/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1123	08/27/03	08/27/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1121	08/26/03	08/26/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1121	08/20/03	08/20/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1121	08/19/03	08/19/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1123	08/18/03	08/18/03	FO	2371	07/17/03 13:39
R04 RESERVE 0400-1600	R04	08/17/03	08/17/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1121	08/16/03	08/16/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1122	08/12/03	08/12/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1121	08/11/03	08/11/03	FO	2371	07/17/03 13:39
R04 RESERVE 0400-1600	R04	08/10/03	08/10/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1121	08/09/03	08/09/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1127	08/03/03	08/03/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1126	08/02/03	08/02/03	FO	2371	07/17/03 13:39
AWD Bid Award	H1131	08/01/03	08/01/03	FO	2371	07/17/03 13:39



**ADP** Automatic Data Processing  
BALTIMORE REGION

12/24/2003	TSR	RUN NUMBER/ JOB NUMBER	PAGE NUMBER
01.00 01 1		2003/4/00778	35
86.00			35

2001	Automatic	Data	Processing
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COMPANY/ORG NAME	COLGAN AIR INC
STATE/ZIP	03/3172003
FEDERAL EIN	04-1375006

## Wage and Tax Register

\*\*\* DETAIL PAGE \*\*\*

Automatic Data Processing  
BALTIMORE REGION

DATE	10/24/2003
TIME	00:01:11
FORM NUMBER	2003/4/00778
PAGE	36

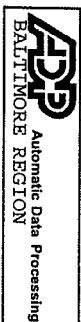
EMP CODE	FILE NUMBER	EMPLOYEE NAME	DEPT NUMBER	GROSS EARNINGS	SOCIAL SECURITY TAX	MEDICARE TAX	TOTAL WAGES	STATE INCOME TAX	LOCAL INCOME TAX	EMPLOYER SDI	401K	HLTH	WEEKS WORKED
CONTINUED	002257	DEAN STEVEN T	500211										
*****		LIVED IN STATE	*****										
		ST2 53	1										
002313	DEATON, MATTHEW D	618983		311580	291330	291330	291330	291330	291330	291330			
345-76-0060	17 17			291330	18062	4224	291330	291330	291330	291330			
1 42				291330	18062	4224	291330	291330	291330	291330			
001195	DEBLOIS, TAMMY	600105		141674	141674	141674	141674	141674	141674	141674			
070-60-3512	P X 13 13			141674	141674	141674	141674	141674	141674	141674			
ET-H 0009-0700				141674	141674	141674	141674	141674	141674	141674			
002241	DEFRANCESCO, OLIVIA	501215		322500	305010	4423	305010	305010	305010	305010			
037-50-4746	P 50 32			322500	305010	4423	305010	305010	305010	305010			
				322500	305010	4423	305010	305010	305010	305010			
002314	DEARNATT, KRATON O	618983		715580	699330	10140	699330	699330	699330	699330			
462-53-3590	17 17			715580	699330	10140	699330	699330	699330	699330			
				715580	699330	10140	699330	699330	699330	699330			
002403	DENNEHEY, MICHAEL T	508216		836500	836500	12129	836500	836500	836500	836500			
220-68-2643	01 19			836500	836500	12129	836500	836500	836500	836500			
				836500	836500	12129	836500	836500	836500	836500			
001192	DEROSBY, MARY E	618983		676290	665040	9643	665040	665040	665040	665040			
006-74-4650	17 17			676290	665040	9643	665040	665040	665040	665040			
				676290	665040	9643	665040	665040	665040	665040			
001198	DESMOND III, JAMES J	508982		1051700	1026710	14887	1051700	974125	24990	52585			
027-34-1095	02 02			1051700	1026710	14887	1051700	974125	24990	52585			
				1051700	1026710	14887	1051700	974125	24990	52585			



EMPLOYEE CODE	COMPANY/ORG NAME	QUARTER/ENDING
MM	COLGAN AIR INC	06/30/2003
		94-1397506

## Wage and Tax Register

\*\*\* DETAIL PAGE \*\*\*



DATE	TIME	ROW NUMBER	PAGE
01/01/01	01:01	2003/4/00779	40
01/01/01	01:01		40

EMPLOYEE CODE	FILE NUMBER	EMPLOYEE NAME	DEPT NUMBER	GROSS EARNINGS	SOCIAL SECURITY TAX	MEDICARE TAX	TOTAL SUI WAGES	STATE INCOME TAX	LOCAL INCOME TAX	EMPLOYER SUI TAX	WEEKS WORKED
002257 DEAN STEVEN T	572-27-0673	P 53 02	500211	570240	550740	550740	550740	19500			
572-27-0673	P 53 02		500211	53596	550740	7986	550740				
			1	1031860	254630	996110	996110	35750			
			1	98449	61759	14444	996110				
**** SUI DISTRIBUTION ****	SUI 02 WK 00		1								
			1	570240	550740	550740	550740	19500			
			1	53596	550740	7986	550740				
			1	1031860	254630	996110	996110	35750			
			1	98449	61759	14444	996110				
SUI 45 WK 27			1								
SUI 45 WK 27			1								
SUI 02 WK 38			1								
SUI 02 WK 38			1								
*** STATE DISTRIBUTION ***	ST1 53		1								
			1	570240	550740	550740	550740	19500			
			1	53596	550740	7986	550740				
			1	1031860	254630	996110	996110	35750			
			1	98449	61759	14444	996110				
**** LIVED IN STATE ****	ST2 53		1								
			1								
002313 DEATON MATTHEW D	345-76-0060	17 17	618983	311480	291330	291330	291330	20250			
002313 DEATON MATTHEW D	345-76-0060	17 17	618983	291330	18062	4224	291330				
			5	126618	126618	126618	126618	13950			
			1	126618	126618	1836	126618				
			1	2286	126618	1836	126618				
001195 DEBLOIS TAMMY	070-60-3512	P X 13 13	600105	268292	268292	268292	268292	1927			
001195 DEBLOIS TAMMY	070-60-3512	P X 13 13	600105	268292	268292	268292	268292	1927			
			1	268292	268292	3890	268292				
			1	3325	268292	3890	268292				

12/24/2003	TSR	ROUT NUMBER ORD NUMBER	PAGE NUMBER
01.00 01 1		2003/4/00780	42
86 06			42

**ADP** Automatic Data Processing  
BALTIMORE REGION

2001	Automatic	Data	Processing
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COMPANY/EMPLOYEE NAME	COLGAN AIR INC
EMPLOYEE NAME	DEAN, STEVEN T
EMPLOYEE ID	500211
EMPLOYEE ADDRESS	002257 DEAN, STEVEN T
EMPLOYEE CITY	ST2 53
EMPLOYEE STATE	*****
EMPLOYEE ZIP	500211

# Wage and Tax Register \*\*\* DETAIL PAGE \*\*\*



DATE	12/24/2003
TIME	01:00:01
WEEK	86.00
MONTH	01
YEAR	2003/4/00780
PAGE	43

EMPLOYEE CODE	EMPLOYEE NAME	DEPT	NUMBER	GROSS EARNINGS	SOCIAL SECURITY WAGES	MEDICARE WAGES	TOTAL WAGES	STATE INCOME TAX WAGES	LOCAL INCOME TAX WAGES	EMPLOYER SOI	401K	HEALTH	WEEKS WORKED
EMPLOYEE CODE	EMPLOYEE NAME	DEPT	NUMBER	GROSS EARNINGS	SOCIAL SECURITY WAGES	MEDICARE WAGES	TOTAL WAGES	STATE INCOME TAX WAGES	LOCAL INCOME TAX WAGES	EMPLOYER SOI	401K	HEALTH	WEEKS WORKED
002313 DEATON, MATTHEW D	17 17	M	618983	291330	291330	4224	291330	291330	20250				
001195 DEBLOIS, TAMY	600105	F	600105	182017	182017	2639	182017	182017			20058		
0009 0009 0700				450309	450309	5529	450309	450309					
003045 DEE, LISA R	01 19	F	514216	859509	859509	12055	859509	859509	28080				
0085-66-1552				827416	55205	1476224	1532384	1476224	56160				
002241 DEFARCESCO, OLIVIA	501215	F	501215	446258	425414	6169	425414	425414	20844				
0037-50-4746	P 50 32			33397	37634	1087580	1087580	1087580					
002314 DEJANAT, KRAYTON O	618983	M	618983	787836	768336	11141	768336	768336	19500				
462-53-3590	17 17			18083	700000	15770	1087580	1087580	59178				
003120 DELGUIDICE, JOSEPH A	508982	M	508982	322880	316896	4595	322880	316896	5984				
173-56-8861	02 02			316896	316896	4595	322880	316896					
002403 DENNEHEY, MICHAEL T	508216	M	508216	241820	241820	3506	241820	241820					
220-68-2643	01 19			241820	241820	3506	241820	241820					

COMPANY/INFORM NAME	COLGAN AIR INC
DATE RECEIVED	12/31/2003
FORM	54-1397506

# Wage and Tax Register \*\*\* DETAIL PAGE \*\*\*



01/09/2004	01/01/01	01/01/01	0003/4/0115	0003/4/00819	43
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SUB CODE		FILE NUMBER	EMPLOYEE NAME	DEPT NUMBER	GROSS EARNINGS	SOCIAL SECURITY WAGES	MEDICARE WAGES	TOTAL WAGES	STATE INCOME TAX WAGES	LOCAL INCOME TAX WAGES	EMPLOYER SDI TAXABLE WAGES	401K	HLTH	WEEKS WORKED
CODE		NUMBER	NAME											
SOCIAL SECURITY NUMBER		DATA CONTROL	TAX CODES	INCOME	FEDERAL INCOME TAX WITHHELD	DEPENDENT FSA	MEDICAL FSA	SDI INCOME TAX WITHHELD	STATE 2 INCOME TAX WAGES	OTHER EXEMPT BENEFITS	CARE 125 ADOPTION ASSISTANCE	HOURS WORKED	MA HEALTH INSURANCE	TAXABLE FRINGE BENEFITS
2ND TAXES		CODE	NUMBER	EXEMPT	FEDERAL INCOME TAX WITHHELD	FUTA TAXABLE	SUI INCOME TAX WITHHELD	SDI INCOME TAX WITHHELD	STATE 2 INCOME TAX WAGES	CARE 125 ADOPTION ASSISTANCE	HOURS WORKED	MA HEALTH INSURANCE	TAXABLE FRINGE BENEFITS	
1		2	3	4	5	6	7	8	9	10	11	12	13	14
CONTINUED														
001191 DAY, IAIN A														
500109														
SUI 02 WK 36														
2														
SUI 02 WK 36														
SUI 45 WK 51														
2														
SUI 45 WK 51														
*** STATE DISTRIBUTION ***														
SUI 45														
2														
**** LIVED IN STATE ****														
SUI 45														
2														
SUI 45														
002257 DEAN STEVEN T														
572-27-0673														
P 53 02														
M														
500211														
1														
**** SUI DISTRIBUTION ****														
SUI 02 WK 00														
1														
SUI 02 WK 00														
SUI 45 WK 27														
1														
SUI 45 WK 27														
SUI 02 WK 38														
1														
SUI 02 WK 38														
SUI 02 WK 38														
459380														
446380														
41645														
446380														
27675														
446380														
6472														
459380														
83890														
13000														
459380														
10														





PERSONNEL	PAY	TAX STATUS	SCHEDULED AMOUNTS	ACCUMULATIONS TO DATE
<b>DEAN, STEVEN T</b> 513 S MAIN ST APT 250 FULFESS, TX 76040 SSN: 572-27-0673 Title: FO Accrual 1: Reset Cd. Yr. 2002 Date 7: 10/04/2002	File: 002257 Dept: 500221 Check: F Cat: P Rate Calc: 3 LWW: 36 NWWE: 38 Std Hours: 37.50 Pay Group: 2 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 01 Exemptions 53 TX 53 TX (Lived in) 02 MA SUUDI State Reciprocity Cd 2	14,912.40 Y Gross 1,380.94 Y FIT 894.34 Y SS 209.16 Y MED 15.04 Allowed S 600.00 Acc 01 REG H 441.00 Acc 07 UNIF 2,912.40 Acc 12 OV/BA 745.62 Acc 17 POP H 487.50 Acc 37 PRETA	4,393.80 Q Gross 416.45 Q FIT 276.75 Q SS 64.72 Q MED 15.04 Annum S 12,000.00 Acc 02 REG E 487.50 Acc 08 HEALTH 422.50 Acc 16 130.00 Acc 36 PRETA 136.80 Acc 84 YTD P
<b>DEATON, MATTHEW D</b> 1468 CRAIG CT FORT ORANGE, FL 32129 SSN: 345-76-0080 Title: OISIP Accrual 1: Reset Cd. Yr. 2002 Date 6: 11/15/2003 Accrual 2: Reset Cd. Yr. 2002 Date 7: 11/15/2002	File: 002313 Dept: 618983 Rate Calc: 3 LWW: 10 NWWE: 09 Cur Gross: 0.00 Hourly Rate: 12.0000 Semi-Mon Marital Status: M-MARRIED Federal: 05 Exemptions 17 VA 42 FL (Lived in) 17 VA SUUDI State Reciprocity Cd 2	4,409.67 Y Gross 106.18 Y FIT 273.40 Y SS 63.94 Y MED 35.69 Y State 1 4.00 Annum S 4,112.63 Acc 02 REG E 483.75 Acc 17 POP H 78.00 Acc 60 YTD M	1,726.75 Q Gross 52.89 Q FIT 107.06 Q SS 26.04 Q MED 19.42 Q State 1 453.43 Acc 01 REG H 74.71 Acc 07 UNIF 190.38 Acc 43 VER/AD 70.40 Acc 82 YTD M	
<b>DEBILLOIS, TAMMY</b> 266 CREEK ROAD PO BOX 321 WALLINGFORD, VT 05473 SSN: 070-60-3512 Title: CSR Accrual 1: Reset Cd. Yr. 2002 Date 7: 10/19/2000 Accrual 2: Reset Cd. Yr. 2002 Date 7: 10/19/2000	File: 001195 Dept: 600105 Check: XNSOX Cat: P X Rate Calc: 3 LWW: 36 NWWE: 36 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 01 Exemptions 13 VT 13 VT SUUDI	14,310 D PREDET 32,50 H PREMED 13,848.17 Y Gross 1,292.85 Y FIT 626.67 Y SS 190.33 Y MED 479.52 Y State 1 14.23 Y SUUDI 6.00 Allowed S 823.39 Acc 01 REG H 78.51 Acc 03 OT HO	7,118.42 Q Gross 682.43 Q FIT 428.30 Q SS 99.83 Q MED 260.85 Q State 1 6.50 Q SUUDI 8.00 Annum S 11,527.46 Acc 02 REG E 1,548.71 Acc 04 OT EA
<b>DELLISAR</b> 40 SNOWBERRY RD BALLSTON SPANY 12020 SSN: 085-46-1552 Title: CLRK Accrual 1: Reset Cd. Yr. 2002 Date 7: 03/31/2003 Accrual 2: Reset Cd. Yr. 2002 Date 7: 03/31/2003	File: 003045 Dept: 514216 Rate Calc: 3 LWW: 36 NWWE: 25 Paid 12th of Month: 1,2 Prior Qtr Month 3	Marital Status: S-SINGLE Federal: 02 Exemptions 01 NY 19 NY SUUDI	14,310 D PREDET 32,50 H PREMED 13,848.17 Y Gross 1,292.85 Y FIT 626.67 Y SS 190.33 Y MED 479.52 Y State 1 14.23 Y SUUDI 6.00 Allowed S 823.39 Acc 01 REG H 78.51 Acc 03 OT HO	7,118.42 Q Gross 682.43 Q FIT 428.30 Q SS 99.83 Q MED 260.85 Q State 1 6.50 Q SUUDI 8.00 Annum S 11,527.46 Acc 02 REG E 1,548.71 Acc 04 OT EA
<b>DEFRANCESCO, OLIVIA</b> 87 HALLVILLE ROAD EXETER, RI 02822 SSN: 085-46-1552 Title: CLRK Accrual 1: Reset Cd. Yr. 2002 Date 7: 03/31/2003 Accrual 2: Reset Cd. Yr. 2002 Date 7: 03/31/2003	File: 002241 Dept: 501215 Check: P Cat: P Rate Calc: 3 LWW: 36 NWWE: 37 Std Hours: 37.50	Marital Status: S-SINGLE Federal: 01 Exemptions 50 RI 50 RI (Lived in)	14,310 D PREDET 32,50 H PREMED 13,848.17 Y Gross 1,292.85 Y FIT 626.67 Y SS 190.33 Y MED 479.52 Y State 1 14.23 Y SUUDI 6.00 Allowed S 823.39 Acc 01 REG H 78.51 Acc 03 OT HO	7,118.42 Q Gross 682.43 Q FIT 428.30 Q SS 99.83 Q MED 260.85 Q State 1 6.50 Q SUUDI 8.00 Annum S 11,527.46 Acc 02 REG E 1,548.71 Acc 04 OT EA

**ADP** Master Control

**COLGAN AIR, INC**  
Company Code: MVM

Batch: 6528-052  
Period Ending: 08/31/2003  
Pay Date: 09/05/2003  
Week 36  
Page 56

MC

Exhibit

Time: 15:44

2257 FO DEAN, STEVEN

Employee Bid Period Archive

Bid Period APR03

01APR03 - 30APR03

Page 208

DEAN, STEVEN						FOL REP PROJ Emp: 2257 APR03					
Blk: 0195 Sen: 00131 (817) 797-3864											
DTE	PAIR	BGN	END	BLK	CDT TBES	DTE	PAIR	BGN	END	BLK	CDT TBES
T01	Q1127	0500	1349	0539	0629 BQ12	W16	Q1128	0500	1350	0627	0642 BQ12
W02	Q1127	0500	1405	0638	0647 BQ12	T17	OFF				BQ12
T03	R04	0400	1600		0200 BQ12	F18	OFF				BQ12
F04	OFF				BQ12	S19	OFF				BQ12
S05	OFF				BQ12	S20	OFF				BQ12
S06	OFF				BQ12	M21	Q1128	0500	1341	0606	0629 BQ12
M07	Q1128	0500	1357	0628	0647 BQ12	T22	Q1128	0500	1346	0614	0631 BQ12
T08	Q1128	0500	1359	0633	0639 BQ12	W23	Q1128	0500	1359	0614	0630 BQ12
W09	Q1128	0500	1340	0603	0629 BQ12	T24	OFF				BQ12
T10	OFF				BQ12	F25	OFF				BQ12
F11	OFF				BQ12	S26	OFF				BQ12
S12	OFF				BQ12	S27	OFF				BQ12
S13	OFF				BQ12	M28	BEV	0500	1359		0300 BQ12
M14	Q1128	0500	1349	0537	0629 BQ12	T29	Q1128	0500	1343	0537	0629 BQ12
T15	Q1128	0500	1345	0600	0629 BQ12	W30	Q1128	0500	1338	0544	0629 BQ12
Day Off: 16 Blk:YTD=0636:45 MTD=079:20 PROJ=079:20 CDT:MTD=090:19 PROJ=090:19											
02SEP03 15:44:47											



Date: 02SEP03  
Time: 15:44

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 209

2257 FO DEAN, STEVEN

Bid Period APR03 01APR03 - 30APR03

Q1127 01APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0849 Block 0539  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 5985 PQI-BOS 0600 0735 0600 0718 BE1 0135 0118 042  
Tu 5985 BOS-PQI 0800 0940 0800 0930 BE1 0140 0130 030  
Tu 5987 PQI-BOS 1000 1135 1000 1122 BE1 0135 0122 043  
Tu 5987 BOS-PQI 1205 1344 1205 1334 BE1 0139 0129  
TOTAL BLK 0539 DUTY 0849 TAFB 849

Q1128 14APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0849 Block 0537  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 5985 PQI-BOS 0600 0735 0600 0716 BE1 0135 0116 034  
Mo 5985 BOS-PQI 0800 0940 0750 0920 BE1 0140 0130 040  
Mo 5987 PQI-BOS 1000 1135 1000 1117 BE1 0135 0117 043  
Mo 5987 BOS-PQI 1205 1344 1200 1334 BE1 0139 0134  
TOTAL BLK 0537 DUTY 0849 TAFB 849

Q1127 02APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0905 Block 0638  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 5985 PQI-BOS 0600 0735 0600 0740 BE1 0140 0140 020  
We 5985 BOS-PQI 0800 0940 0800 0945 BE1 0145 0145 015  
We 5987 PQI-BOS 1000 1135 1000 1143 BE1 0143 0143 037  
We 5987 BOS-PQI 1205 1344 1220 1350 BE1 0139 0130  
TOTAL BLK 0638 DUTY 0905 TAFB 905

Q1128 15APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0845 Block 0600  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 5985 PQI-BOS 0600 0735 0600 0718 BE1 0135 0118 032  
Tu 5985 BOS-PQI 0800 0940 0750 0930 BE1 0140 0140 030  
Tu 5987 PQI-BOS 1000 1135 1000 1127 BE1 0135 0127 028  
Tu 5987 BOS-PQI 1205 1344 1155 1330 BE1 0139 0135  
TOTAL BLK 0600 DUTY 0845 TAFB 845

Q1128 07APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0857 Block 0628  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 5985 PQI-BOS 0600 0735 0600 0721 BE1 0135 0121 029  
Mo 5985 BOS-PQI 0800 0940 0750 0940 BE1 0150 0150 020  
Mo 5987 PQI-BOS 1000 1135 1000 1130 BE1 0135 0130 025  
Mo 5987 BOS-PQI 1205 1344 1155 1342 BE1 0147 0147  
TOTAL BLK 0628 DUTY 0857 TAFB 857

Q1128 16APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0850 Block 0627  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 5985 PQI-BOS 0600 0735 0550 0735 BE1 0145 0145 015  
We 5985 BOS-PQI 0800 0940 0750 0915 BE1 0140 0125 035  
We 5987 PQI-BOS 1000 1135 0950 1127 BE1 0137 0137 028  
We 5987 BOS-PQI 1205 1344 1155 1335 BE1 0140 0140  
TOTAL BLK 0627 DUTY 0850 TAFB 850

Q1128 08APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0859 Block 0633  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 5985 PQI-BOS 0600 0735 0600 0735 BE1 0135 0135 025  
Tu 5985 BOS-PQI 0800 0940 0800 0940 BE1 0140 0140 020  
Tu 5987 PQI-BOS 1000 1135 1000 1129 BE1 0135 0129 026  
Tu 5987 BOS-PQI 1205 1344 1155 1344 BE1 0149 0149  
TOTAL BLK 0633 DUTY 0859 TAFB 859

Q1128 21APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0841 Block 0606  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 5985 PQI-BOS 0600 0735 0550 0721 BE1 0135 0131 029  
Mo 5985 BOS-PQI 0800 0940 0750 0930 BE1 0140 0140 030  
Mo 5987 PQI-BOS 1000 1135 1000 1124 BE1 0135 0124 031  
Mo 5987 BOS-PQI 1205 1344 1155 1326 BE1 0139 0131  
TOTAL BLK 0606 DUTY 0841 TAFB 841

Q1128 09APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0840 Block 0603  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 5985 PQI-BOS 0600 0735 0600 0735 BE1 0135 0135 025  
We 5985 BOS-PQI 0800 0940 0800 0933 BE1 0140 0133 027  
We 5987 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 030  
We 5987 BOS-PQI 1205 1344 1205 1325 BE1 0139 0120  
TOTAL BLK 0603 DUTY 0840 TAFB 840

Q1128 22APR03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0846 Block 0614  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 5985 PQI-BOS 0600 0735 0600 0727 BE1 0135 0127 023  
Tu 5985 BOS-PQI 0800 0940 0750 0932 BE1 0142 0142 028  
Tu 5987 PQI-BOS 1000 1135 1000 1129 BE1 0135 0129 026  
Tu 5987 BOS-PQI 1205 1344 1155 1331 BE1 0139 0136  
TOTAL BLK 0614 DUTY 0846 TAFB 846

Date: 02SEP03  
Time: 15:44

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 210

2257 FO DEAN, STEVEN

Bid Period APR03 01APR03 - 30APR03

Q1128 23APR03												
CA01FO01FA00CF00CP00												
Report 0500 Duty 0859 Block 0614												
DAY	FLINO	DPT-ARV	DEPS	ARRS	DEPA	ARRA	EQP	CRDT	BLKT	GRNT		
We	5985	PQI-BOS	0600	0735	0600	0723	BE1	0135	0135		027	
We	5985	BOS-PQI	0800	0940	0750	0931	BE1	0141	0141		029	
We	5987	PQI-BOS	1000	1135	1000	1131	BE1	0135	0131		034	
We	5987	BOS-PQI	1205	1344	1205	1344	BE1	0139	0139			
TOTAL BLK 0614 DUTY 0859 TAFB 859												

Q1128 29APR03												
CA01FO01FA00CF00CP00												
Report 0500 Duty 0843 Block 0537												
DAY	FLINO	DPT-ARV	DEPS	ARRS	DEPA	ARRA	EQP	CRDT	BLKT	GRNT		
Tu	5985	PQI-BOS	0600	0735	0600	0727	BE1	0135	0127		033	
Tu	5985	BOS-PQI	0800	0940	0800	0923	BE1	0140	0123		037	
Tu	5987	PQI-BOS	1000	1135	1000	1124	BE1	0135	0124		041	
Tu	5987	BOS-PQI	1205	1344	1205	1328	BE1	0139	0123			
TOTAL BLK 0537 DUTY 0843 TAFB 843												

Q1128 30APR03												
CA01FO01FA00CF00CP00												
Report 0500 Duty 0838 Block 0544												
DAY	FLINO	DPT-ARV	DEPS	ARRS	DEPA	ARRA	EQP	CRDT	BLKT	GRNT		
We	5985	PQI-BOS	0600	0735	0600	0735	BE1	0135	0135		025	
We	5985	BOS-PQI	0800	0940	0800	0922	BE1	0140	0122		038	
We	5987	PQI-BOS	1000	1135	1000	1129	BE1	0135	0129		036	
We	5987	BOS-PQI	1205	1344	1205	1323	BE1	0139	0118			
TOTAL BLK 0544 DUTY 0838 TAFB 838												

28APR03

t/t with kinzer

28APR03

PER MIKEY OK TO DROP AND ADD AS BEREAVEMENT LOSS  
OF MOTHER THAT RAISED HIM

29APR03

t/t with kinzer

30APR03

t/t with kinzer

cell phone not working, call PQI inn 207 764 3321 nm. 357

TDY to HYA to fly saab pairing on 25th-27th. Per Dot. DL 6/9/03

check with acct. about res. for 7/31. he called to have us make a

ADV Notification	Q1128	04/28/03	FO	4419	04/25/03	14:51
DRP Drop Pairing	Q1128	04/28/03	04/28/03	FO	4419	04/25/03
BEV Death in family		04/28/03	04/28/03	FO	4419	04/25/03
ADV Notification	Q1128	04/30/03	FO	4419	04/24/03	19:00
ADV Notification	Q1131	04/30/03	FO	4419	04/24/03	19:00
ADV Notification	Q1128	04/29/03	FO	4419	04/24/03	19:00
ADV Notification	Q1131	04/29/03	FO	4419	04/24/03	19:00
ADV Notification	Q1131	04/28/03	FO	4419	04/24/03	19:00
ADV Notification	Q1128	04/28/03	FO	4419	04/24/03	19:00
TTD Trip Trade Drop Prg	Q1131	04/30/03	04/30/03	FO	4419	04/24/03
TTA Trip Trade Add Prg	Q1128	04/30/03	04/30/03	FO	4419	04/24/03
TTA Trip Trade Add Prg	Q1128	04/29/03	04/29/03	FO	4419	04/24/03
TTD Trip Trade Drop Prg	Q1131	04/29/03	04/29/03	FO	4419	04/24/03
TTD Trip Trade Drop Prg	Q1131	04/28/03	04/28/03	FO	4419	04/24/03

Date: 02SEP03  
Time: 15:44

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 211

2257 FO DEAN, STEVEN

Bid Period APR03

01APR03 - 30APR03

TTA Trip Trade Add Prg	Q1128	04/28/03	04/28/03	FO	4419	04/24/03	18:56
AWD Bid Award	Q1131	04/30/03	04/30/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1131	04/29/03	04/29/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1131	04/28/03	04/28/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/23/03	04/23/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/22/03	04/22/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/21/03	04/21/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/16/03	04/16/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/15/03	04/15/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/14/03	04/14/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/09/03	04/09/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/08/03	04/08/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1128	04/07/03	04/07/03	FO	2371	03/24/03	13:13
R04 RESERVE 0400-1600	R04	04/03/03	04/03/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1127	04/02/03	04/02/03	FO	2371	03/24/03	13:13
AWD Bid Award	Q1127	04/01/03	04/01/03	FO	2371	03/24/03	13:13

2257 FO DEAN, STEVEN

Bid Period MAY03      01MAY03 - 31MAY03

DEAN, STEVEN						PQI BEI FO		Emp: 2257		MAY03			
Blk: 0295 Sen: 00131 (817)797-3864													
DTE	PAIR	BGN	END	BLK	CDT	TBES	DTE	PAIR	BGN	END	BLK	CDT	TBES
T01	Q1155	0500	1355	0636	0636	BQ12	S17	OFF					BQ12
F02	Q1155	0500	1359	0629	0634	BQ12	S18	OFF					BQ12
S03	R04	0400	1600		0200	BQ12	M19	OFF					BQ12
S04	OFF					BQ12	T20	OFF					BQ12
M05	OFF					BQ12	W21	OFF					BQ12
T06	OFF					BQ12	T22	Q1154	0500	1355	0610	0630	BQ12
W07	Q1154A	0505	1340	0600	0631	BQ12	F23	Q1154	0500	1341	0617	0629	BQ12
T08	Q1154	0500	1359	0649	0649	BQ12	S24	Q1157	1315	1855	0255	0311	BQ12
F09	Q1154	0500	1359	0649	0649	BQ12	S25	Q1156	0900	1345	0301	0314	BQ12
S10	Q1154	0500	1359	0635	0639	BQ12	M26	OFF					BQ12
S11	Q1156	0900	1351	0301	0314	BQ12	T27	OFF					BQ12
M12	OFF					BQ12	W28	OFF					BQ12
T13	OFF					BQ12	T29	OFF					BQ12
W14	OFF					BQ12	F30	Q1154	0500	1359	0638	0654	BQ12
T15	Q1154	0500	1359	0649	0649	BQ12	S31	Q1157	1315	1905	0255	0311	BQ12
F16	Q1154	0500	1359	0637	0649	BQ12	S01						
Day Off: 15 Blk:YTD=0636:45 MID=083:41 PROJ=083:41 CDT:MTD=088:19 PROJ=088:19													
02SEP03 17:31:07													

Date: 02SEP03  
Time: 17:31

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 231

2257 FO DEAN, STEVEN

Bid Period MAY03 01MAY03 - 31MAY03

Q1155 01MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0855 Block 0636  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Th 5985 PQI-BOS 0600 0735 0600 0738 BE1 0138 0138 022  
Th 5985 BOS-PQI 0800 0940 0800 0940 BE1 0140 0140 020  
Th 5987 PQI-BOS 1000 1135 1000 1138 BE1 0138 0138 022  
Th 5987 BOS-PQI 1205 1344 1200 1340 BE1 0140 0140  
TOTAL BLK 0636 DUTY 0855 TAFB 855

Q1154 10MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0859 Block 0635  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa 4988 PQI-BOS 0600 0735 0600 0731 BE1 0135 0131 019  
Sa 4989 BOS-PQI 0800 0940 0750 0940 BE1 0150 0150 020  
Sa 4989 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 030  
Sa 4992 BOS-PQI 1205 1344 1205 1344 BE1 0139 0139  
TOTAL BLK 0635 DUTY 0859 TAFB 859

Q1155 02MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0859 Block 0629  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 5985 PQI-BOS 0600 0735 0600 0730 BE1 0135 0130 025  
Fr 5985 BOS-PQI 0800 0940 0755 0940 BE1 0145 0145 020  
Fr 5987 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 030  
Fr 5987 BOS-PQI 1205 1344 1205 1344 BE1 0139 0139  
TOTAL BLK 0629 DUTY 0859 TAFB 859

Q1156 11MAY03  
CA01FC01FA00CF00CP00  
Report 0900 Duty 0451 Block 0301  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Su 4989 PQI-BOS 1000 1135 1000 1130 BE1 0135 0130 035  
Su 4992 BOS-PQI 1205 1344 1205 1336 BE1 0139 0131  
TOTAL BLK 0301 DUTY 0451 TAFB 451

Q1154A 07MAY03  
CA01FC01FA00CF00CP00  
Report 0505 Duty 0835 Block 0600  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 4988 PQI-AUG 0550 0642 0550 0642 BE1 0052 0052 008  
We 4988 AUG-BOS 0650 0735 0650 0735 BE1 0045 0045 025  
We 4989 BOS-PQI 0800 0940 0800 0939 BE1 0140 0139 021  
We 4989 PQI-BOS 1000 1135 1000 1124 BE1 0135 0124 041  
We 4992 BOS-PQI 1205 1344 1205 1325 BE1 0139 0120  
TOTAL BLK 0600 DUTY 0835 TAFB 835

Q1154 15MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0859 Block 0649  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Th 4988 PQI-BOS 0600 0735 0600 0735 BE1 0135 0135 015  
Th 4989 BOS-PQI 0800 0940 0750 0940 BE1 0150 0150 020  
Th 4989 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 020  
Th 4992 BOS-PQI 1205 1344 1155 1344 BE1 0149 0149  
TOTAL BLK 0649 DUTY 0859 TAFB 859

Q1154 08MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0859 Block 0649  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Th 4988 PQI-BOS 0600 0735 0600 0735 BE1 0135 0135 015  
Th 4989 BOS-PQI 0800 0940 0750 0940 BE1 0150 0150 020  
Th 4989 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 020  
Th 4992 BOS-PQI 1205 1344 1155 1344 BE1 0149 0149  
TOTAL BLK 0649 DUTY 0859 TAFB 859

Q1154 16MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0859 Block 0637  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 4988 PQI-BOS 0600 0735 0600 0723 BE1 0135 0123 027  
Fr 4989 BOS-PQI 0800 0940 0750 0940 BE1 0150 0150 020  
Fr 4989 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 020  
Fr 4992 BOS-PQI 1205 1344 1155 1344 BE1 0149 0149  
TOTAL BLK 0637 DUTY 0859 TAFB 859

Q1154 09MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0859 Block 0649  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 4988 PQI-BOS 0600 0735 0600 0735 BE1 0135 0135 015  
Fr 4989 BOS-PQI 0800 0940 0750 0940 BE1 0150 0150 020  
Fr 4989 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 020  
Fr 4992 BOS-PQI 1205 1344 1155 1344 BE1 0149 0149  
TOTAL BLK 0649 DUTY 0859 TAFB 859

Q1154 22MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0855 Block 0610  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Th 4988 PQI-BOS 0600 0735 0600 0730 BE1 0135 0130 030  
Th 4989 BOS-PQI 0800 0940 0800 0930 BE1 0140 0130 030  
Th 4989 PQI-BOS 1000 1135 1000 1130 BE1 0135 0130 030  
Th 4992 BOS-PQI 1205 1344 1200 1340 BE1 0140 0140  
TOTAL BLK 0610 DUTY 0855 TAFB 855

Date: 02SEP03  
Time: 17:31

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 232

2257 FO DEAN, STEVEN

Bid Period MAY03 01MAY03 - 31MAY03

Q1154 23MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0841 Block 0617  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 4988 PQI-BOS 0600 0735 0600 0735 BE1 0135 0135 015  
Fr 4989 BOS-PQI 0800 0940 0750 0926 BE1 0140 0136 034  
Fr 4989 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 020  
Fr 4992 BOS-PQI 1205 1344 1155 1326 BE1 0139 0131  
TOTAL BLK 0617 DUTY 0841 TAFB 841

Q1157 24MAY03  
CA01FC01FA00CF00CP00  
Report 1315 Duty 0540 Block 0255  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa 4992 PQI-BOS 1415 1550 1415 1550 BE1 0135 0135 130  
Sa 4994 BOS-PQI 1730 1906 1720 1840 BE1 0136 0120  
TOTAL BLK 0255 DUTY 0540 TAFB 540

Q1156 25MAY03  
CA01FC01FA00CF00CP00  
Report 0900 Duty 0445 Block 0301  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Su 4989 PQI-BOS 1000 1135 1000 1126 BE1 0135 0126 029  
Su 4992 BOS-PQI 1205 1344 1155 1330 BE1 0139 0135  
TOTAL BLK 0301 DUTY 0445 TAFB 445

Q1154 30MAY03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0859 Block 0638  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 4988 PQI-BOS 0600 0735 0600 0719 BE1 0135 0119 036  
Fr 4989 BOS-PQI 0800 0940 0755 0940 BE1 0145 0145 010  
Fr 4989 PQI-BOS 1000 1135 0950 1135 BE1 0145 0145 020  
Fr 4992 BOS-PQI 1205 1344 1155 1344 BE1 0149 0149  
TOTAL BLK 0638 DUTY 0859 TAFB 859

Q1157 31MAY03  
CA01FC01FA00CF00CP00  
Report 1315 Duty 0550 Block 0255  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa 4992 PQI-BOS 1415 1550 1415 1540 BE1 0135 0125 140  
Sa 4994 BOS-PQI 1730 1906 1720 1850 BE1 0136 0130  
TOTAL BLK 0255 DUTY 0550 TAFB 550

25MAY03  
tt trachsel

29MAY03

DROP DUE TO 34 AND 7 ISSUE

TDY to HYA to fly saab pairing on 25th-27th. Per Dot. DL 6/9/03  
check with acct. about res. for 7/31. he called to have us make a

ADV Notification	Q1154	05/29/03	FO	4137	05/25/03	11:54
DRP Drop Pairing	Q1154	05/29/03	05/29/03	FO	2371	05/22/03 16:50
ADV Notification	Q1160	05/25/03	FO	9573	05/07/03	13:34

Date: 02SEP03

Time: 17:31

## COLGAN AIR

Employee Bid Period Archive

Sabre CrewTrac

Page 233

2257 FO DEAN, STEVEN

Bid Period MAY03

01MAY03 - 31MAY03

ADV Notification	Q1156	05/25/03	FO	9573	05/07/03	13:34
ADV Notification	Q1154	05/17/03	FO	9573	05/07/03	13:34
ADV Notification	Q1157	05/17/03	FO	9573	05/07/03	13:34
ADV Notification	Q1156	05/11/03	FO	9573	05/07/03	13:34
MM Modified Pairing	Q1154	05/07/03	FO	5249	05/07/03	11:27
DRP Drop Pairing	Q1154	05/17/03	05/17/03	FO	717	05/06/03 14:31
ADD Assign Pairing	Q1156	05/25/03	05/25/03	FO	717	05/06/03 14:30
DRP Drop Pairing	Q1160	05/25/03	05/25/03	FO	717	05/06/03 14:29
ADD Assign Pairing	Q1156	05/11/03	05/11/03	FO	717	05/06/03 14:27
ADD Assign Pairing	Q1154	05/17/03	05/17/03	FO	717	05/06/03 14:16
DRP Drop Pairing	Q1157	05/17/03	05/17/03	FO	717	05/06/03 14:15
AWD Bid Award	Q1157	05/31/03	05/31/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/30/03	05/30/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/29/03	05/29/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1160	05/25/03	05/25/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1157	05/24/03	05/24/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/23/03	05/23/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/22/03	05/22/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1157	05/17/03	05/17/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/16/03	05/16/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/15/03	05/15/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/10/03	05/10/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/09/03	05/09/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/08/03	05/08/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1154	05/07/03	05/07/03	FO	2371	04/25/03 12:30
R04 RESERVE 0400-1600	R04	05/03/03	05/03/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1155	05/02/03	05/02/03	FO	2371	04/25/03 12:30
AWD Bid Award	Q1155	05/01/03	05/01/03	FO	2371	04/25/03 12:30



DEAN, STEVEN						POI BEL FO		Emp: 2257		JUN03			
Blk: 0205 Sen: 00131 (817)797-3864													
DTE	PAIR	BGN	END	BLK	CDT	TBES	DTE	PAIR	BGN	END	BLK	CDT	TBES
S01	OFF					BQ12	M16	Q1155	0500	1349	0607	0629	BQ12
M02	Q1155	0500	1348	0604	0629	BQ12	T17	Q1155	0500	1349	0600	0629	BQ12
T03	Q1155	0500	1350	0603	0629	BQ12	W18	Q1155	0500	1351	0606	0629	BQ12
W04	Q1155A	0500	1145	0433	0450	BQ12	T19	Q1155A	0500	1230	0440	0513	BQ12
T05	OFF					BQ12	F20	OFF					BQ12
F06	OFF					BQ12	S21	OFF					BQ12
S07	OFF					BQ12	S22	OFF					BQ12
S08	Q1158A	1130	1350	0440	0453	BQ12	M23	OFF					BQ12
M09	Q1155B	0500	1347	0600	0614	BQ12	T24	Q1155A	1130	1356	0739	0808	BQ12
T10	Q1155	0500	1348	0603	0629	BQ12	W25	Q1003C	0545	1651	0624	0719	BQ12
W11	Q1155A	0500	1155	0440	0450	BQ12	T26	H1026B	0500	1405	0626	0632	BH12
T12	OFF					BQ12	F27	H1028D	0615	1445	0630	0630	BH12
F13	OFF					BQ12	S28	R04	0400	1600		0200	BH12
S14	OFF					BQ12	S29	OFF					BQ12
S15	OFF					BQ12	M30	OFF					BQ12
Day Off: 14 Blk:YTD=0636:45 MTD=087:55 PROJ=087:55 CDT:MTD=095:23 PROJ=095:23													
03OCT03 16:14:17													

Date: 03OCT03  
Time: 16:14

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 208

2257 FO DEAN, STEVEN

Bid Period JUN03 01JUN03 - 30JUN03

Q1155 02JUN03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0848 Block 0604  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 4988 PQI-BOS 0600 0735 0600 0731 BE1 0135 0131 029  
Mo 4989 BOS-PQI 0800 0940 0800 0930 BE1 0140 0130 010  
Mo 4989 PQI-BOS 1000 1135 0940 1115 BE1 0135 0135 050  
Mo 4992 BOS-PQI 1205 1344 1205 1333 BE1 0139 0128  
TOTAL BLK 0604 DUTY 0848 TAFB 848

Q1155 10JUN03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0848 Block 0603  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 4988 PQI-BOS 0600 0735 0600 0728 BE1 0135 0128 032  
Tu 4989 BOS-PQI 0800 0940 0800 0933 BE1 0140 0133 027  
Tu 4989 PQI-BOS 1000 1135 1000 1134 BE1 0135 0134 031  
Tu 4992 BOS-PQI 1205 1344 1205 1333 BE1 0139 0128  
TOTAL BLK 0603 DUTY 0848 TAFB 848

Q1155 03JUN03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0850 Block 0603  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 4988 PQI-BOS 0600 0735 0600 0730 BE1 0135 0130 030  
Tu 4989 BOS-PQI 0800 0940 0800 0932 BE1 0140 0132 028  
Tu 4989 PQI-BOS 1000 1135 1000 1131 BE1 0135 0131 034  
Tu 4992 BOS-PQI 1205 1344 1205 1335 BE1 0139 0130  
TOTAL BLK 0603 DUTY 0850 TAFB 850

Q1155A 11JUN03  
CA00FC01FA00CF00CP00  
Report 0500 Duty 0655 Block 0440  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 4988 PQI-BOS 0600 0735 0600 0731 BE1 0135 0131 029  
We 4989 BOS-PQI 0800 0940 0800 0934 BE1 0140 0134 026  
We 4989 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 020  
We LIMO BOS-PQI 1155 1155 1155 1155 0000  
TOTAL BLK 0440 DUTY 0655 TAFB 655

Q1155A 04JUN03  
CA00FC01FA00CF00CP00  
Report 0500 Duty 0645 Block 0433  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 4988 PQI-BOS 0600 0735 0600 0730 BE1 0135 0130 025  
We 4989 BOS-PQI 0800 0940 0755 0928 BE1 0140 0133 032  
We 4989 PQI-BOS 1000 1135 1000 1130 BE1 0135 0130 015  
We LIMO BOS-PQI 1145 1145 1145 1145 0000  
TOTAL BLK 0433 DUTY 0645 TAFB 645

Q1155 16JUN03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0849 Block 0607  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 4988 PQI-BOS 0600 0735 0600 0733 BE1 0135 0133 027  
Mo 4989 BOS-PQI 0800 0940 0800 0930 BE1 0140 0130 025  
Mo 4989 PQI-BOS 1000 1135 0955 1130 BE1 0135 0135 035  
Mo 4992 BOS-PQI 1205 1344 1205 1334 BE1 0139 0129  
TOTAL BLK 0607 DUTY 0849 TAFB 849

Q1158A 08JUN03  
CA00FC01FA00CF00CP00  
Report 1130 Duty 0210 Block 0135  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Sa LIMO PQI-BOS 1130 1130 1130 1130 0000 035  
Sa 4992 BOS-PQI 1205 1344 1205 1340 BE1 0139 0135  
Rest 1920  
Report 0900 Duty 0450 Block 0305  
Su 4989 PQI-BOS 1000 1135 1000 1135 BE1 0135 0135 030  
Su 4992 BOS-PQI 1205 1344 1205 1335 BE1 0139 0130  
TOTAL BLK 0440 DUTY 0700 TAFB 2620

Q1155 17JUN03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0849 Block 0600  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Tu 4988 PQI-BOS 0600 0735 0600 0725 BE1 0135 0125 035  
Tu 4989 BOS-PQI 0800 0940 0800 0935 BE1 0140 0135 025  
Tu 4989 PQI-BOS 1000 1135 1000 1131 BE1 0135 0131 034  
Tu 4992 BOS-PQI 1205 1344 1205 1334 BE1 0139 0129  
TOTAL BLK 0600 DUTY 0849 TAFB 849

Q1155B 09JUN03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0847 Block 0600  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo 4988 PQI-BOS 0600 0735 0600 0735 BE1 0135 0135 015  
Mo 9521 BOS-HYA 0735 0810 0750 0823 BE1 0035 0033 022  
Mo 9521 HYA-BOS 0830 0900 0845 0915 BE1 0030 0030 015  
Mo 4969 BOS-RUT 0930 1025 0930 1025 BE1 0055 0055 010  
Mo 4969 RUT-BOS 1035 1135 1035 1135 BE1 0100 0100 030  
Mo 4992 BOS-PQI 1205 1344 1205 1332 BE1 0139 0127  
TOTAL BLK 0600 DUTY 0847 TAFB 847

Q1155 18JUN03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0851 Block 0606  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 4988 PQI-BOS 0600 0735 0600 0730 BE1 0135 0130 030  
We 4989 BOS-PQI 0800 0940 0800 0936 BE1 0140 0136 024  
We 4989 PQI-BOS 1000 1135 1000 1129 BE1 0135 0129 036  
We 4992 BOS-PQI 1205 1344 1205 1336 BE1 0139 0131  
TOTAL BLK 0606 DUTY 0851 TAFB 851

Date: 03CCT03  
Time: 16:14

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 209

2257 FO DEAN, STEVEN

Bid Period JUN03 01JUN03 - 30JUN03

Q1155A 19JUN03  
CA00FC01FA00CF00CP00  
Report 0500 Duty 0730 Block 0440  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Th 4988 PQI-BCS 0600 0735 0600 0735 BE1 0135 0135 025  
Th 4989 BCS-PQI 0800 0940 0800 0935 BE1 0140 0135 025  
Th 4989 PQI-BCS 1000 1135 1000 1130 BE1 0135 0130 015  
Th LIMO BCS-PQI 1145 1230 1145 1230 0023  
TOTAL BLK 0440 DUTY 0730 TAFB 730

H1028D 27JUN03  
CA01FC01FA00CF00CP00  
Report 0615 Duty 0830 Block 0630  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Fr 5000 HYA-LGA 0700 0802 0700 0825 BE1 0125 0125 020  
Fr 5014 LGA-ORF 0810 0950 0845 1050 BE1 0205 0205 010  
Fr 5014 ORF-LGA 1020 1200 1100 1245 BE1 0145 0145 030  
Fr 5002 LGA-HYA 1230 1340 1315 1430 BE1 0115 0115  
TOTAL BLK 0630 DUTY 0830 TAFB 830

Q1155A 24JUN03  
CA00FC01FA00CF00CP00  
Report 1130 Duty 0204 Block 0129  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Mo LIMO PQI-BCS 1130 1130 1130 1130 0000 035  
Mo 4992 BCS-PQI 1205 1344 1205 1334 BE1 0139 0129  
Rest 1526  
Report 0500 Duty 0856 Block 0610  
Tu 4988 PQI-BCS 0600 0735 0600 0728 BE1 0135 0128 032  
Tu 4989 BCS-PQI 0800 0940 0800 0931 BE1 0140 0131 029  
Tu 4989 PQI-BCS 1000 1135 1000 1135 BE1 0135 0135 030  
Tu 4992 BCS-PQI 1205 1344 1205 1341 BE1 0139 0136  
TOTAL BLK 0739 DUTY 1100 TAFB 2626

Q1003C 25JUN03  
CA01FC01FA00CF00CP00  
Report 0545 Duty 1106 Block 0624  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
We 4988 PQI-BCS 0630 0805 0620 0753 BE1 0135 0133 047  
We 4989 BCS-PQI 0840 1015 0840 1003 BE1 0135 0123 037  
We 4989 PQI-BCS 1040 1215 1040 1210 BE1 0135 0130 025  
We 9529 BCS-ALB 1245 1345 1235 1329 BE1 0055 0054 107  
We 9529 ALB-HYA 1436 1536 1436 1540 BE1 0104 0104 011  
We LIMO HYA-PQI 1551 1651 1551 1651 0030  
TOTAL BLK 0624 DUTY 1106 TAFB 1106

H1026B 26JUN03  
CA01FC01FA00CF00CP00  
Report 0500 Duty 0905 Block 0626  
DAY FLTNO DPT-ARV DEPS ARRS DEPA ARRA EQP CRDT BLKT GRNT  
Th 5000 HYA-ACK 0600 0625 0600 0622 BE1 0025 0022 018  
Th 5000 ACK-LGA 0640 0750 0640 0747 BE1 0110 0107 023  
Th 5014 LGA-ORF 0810 0950 0810 0950 BE1 0140 0140 030  
Th 5014 ORF-LGA 1020 1200 1020 1207 BE1 0147 0147 013  
Th 5002 LGA-HYA 1230 1340 1220 1350 BE1 0130 0130  
TOTAL BLK 0626 DUTY 0905 TAFB 905

04JUN03

DROP FOR 34 AND 7 ISSUE

04JUN03

RE ADDED DROPPED ANOTHER DAY DURING AWARD

04JUN03

Kiewiet flying last BCS-PQI leg

07JUN03

taking Kiewiet's last BCS-PQI leg

Date: 03OCT03  
Time: 16:14

COLGAN AIR  
Employee Bid Period Archive

Sabre CrewTrac  
Page 210

2257 FO DEAN, STEVEN

Bid Period JUN03 01JUN03 - 30JUN03

TDY to HYA to fly saab pairing on 25th-27th. Per Dot. DL 6/9/03  
check with acct. about res. for 7/31. he called to have us make a

MMM Modified Pairing	H1028C	06/27/03	FO	4419	06/27/03	07:20
MMM Modified Pairing	H1028B	06/27/03	FO	717	06/26/03	14:56
ADV Notification	RRD	06/27/03	FO	717	06/26/03	14:24
ADV Notification	H1028B	06/27/03	FO	717	06/26/03	14:24
MMM Modified Pairing	H1028A	06/27/03	FO	4419	06/26/03	13:38
MMM Modified Pairing	H1028	06/27/03	FO	4419	06/26/03	10:04
ADD Assign Pairing	H1028	06/27/03 06/27/03	FO	717	06/25/03	20:50
RRD Remove Reserve Day	R04	06/27/03 06/27/03	FO	717	06/25/03	20:50
MMM Modified Pairing	H1026A	06/26/03	FO	717	06/25/03	16:00
MMM Modified Pairing	Q1003B	06/25/03	FO	4419	06/25/03	13:59
MMM Modified Pairing	Q1003A	06/25/03	FO	4419	06/25/03	12:49
MMM Modified Pairing	Q1003	06/25/03	FO	4137	06/23/03	21:01
ADV Notification	RRD	06/27/03	FO	4137	06/23/03	20:56
ADV Notification	R04	06/27/03	FO	4137	06/23/03	20:56
ADV Notification	R04	06/26/03	FO	4137	06/23/03	20:56
ADV Notification	RRD	06/26/03	FO	4137	06/23/03	20:56
ADV Notification	H1026A	06/26/03	FO	4137	06/23/03	20:56
ADV Notification	RRD	06/26/03	FO	4137	06/23/03	20:56
ADV Notification	RRD	06/25/03	FO	4137	06/23/03	20:56
ADV Notification	Q1003	06/25/03	FO	4137	06/23/03	20:56
ADV Notification	RRD	06/25/03	FO	4137	06/23/03	20:56
ADV Notification	R04	06/25/03	FO	4137	06/23/03	20:56
RRD Remove Reserve Day	R04	06/26/03 06/26/03	FO	4137	06/23/03	17:31
ADD Assign Pairing	H1026A	06/26/03 06/26/03	FO	4137	06/23/03	17:31
TBS Chg Base/Eqpt/Status	BQ12	06/26/03 06/28/03	FO	4137	06/23/03	14:24
TBS Chg Base/Eqpt/Status	BQ12	06/26/03 06/27/03	FO	4137	06/23/03	14:23
TBS Chg Base/Eqpt/Status	BQ12	06/26/03 06/26/03	FO	4137	06/23/03	14:23
RRD Remove Reserve Day	R04	06/25/03 06/25/03	FO	4137	06/23/03	14:23
ADD Assign Pairing	Q1003	06/25/03 06/25/03	FO	4137	06/23/03	14:23
MMM Modified Pairing	Q1155	06/24/03	FO	4137	06/22/03	20:15
TBS Chg Base/Eqpt/Status	BH12	06/27/03 06/27/03	FO	4137	06/22/03	14:38
TBS Chg Base/Eqpt/Status	BH12	06/26/03 06/27/03	FO	4137	06/22/03	14:37
MMM Modified Pairing	Q1155	06/19/03	FO	4419	06/19/03	11:53
MMM Modified Pairing	Q1155	06/11/03	FO	4137	06/11/03	11:55
R04 RESERVE 0400-1600	R04	06/27/03 06/27/03	FO	717	06/09/03	16:14
R04 RESERVE 0400-1600	R04	06/26/03 06/26/03	FO	717	06/09/03	16:14
R04 RESERVE 0400-1600	R04	06/25/03 06/25/03	FO	717	06/09/03	16:14
TBS Chg Base/Eqpt/Status	BH12	06/25/03 06/27/03	FO	717	06/09/03	16:14
RRD Remove Reserve Day	R04	06/27/03 06/27/03	FO	717	06/09/03	16:13
RRD Remove Reserve Day	R04	06/26/03 06/26/03	FO	717	06/09/03	16:13
RRD Remove Reserve Day	R04	06/25/03 06/25/03	FO	717	06/09/03	16:13
TBS Chg Base/Eqpt/Status	BQ12	06/25/03 06/27/03	FO	717	06/09/03	16:10
MMM Modified Pairing	Q1155A	06/09/03	FO	4137	06/09/03	06:53
MMM Modified Pairing	Q1155	06/09/03	FO	4137	06/09/03	06:40
MMM Modified Pairing	Q1158	06/08/03	FO	4137	06/04/03	11:46
MMM Modified Pairing	Q1155	06/04/03	FO	4137	06/04/03	11:44
ADD Assign Pairing	Q1155	06/04/03 06/04/03	FO	2371	05/22/03	16:51
DRP Drop Pairing	Q1155	06/04/03 06/04/03	FO	2371	05/22/03	16:48
R04 RESERVE 0400-1600	R04	06/28/03 06/28/03	FO	2371	05/20/03	23:12
R04 RESERVE 0400-1600	R04	06/27/03 06/27/03	FO	2371	05/20/03	23:12
R04 RESERVE 0400-1600	R04	06/26/03 06/26/03	FO	2371	05/20/03	23:12
R04 RESERVE 0400-1600	R04	06/25/03 06/25/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/24/03 06/24/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/19/03 06/19/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/18/03 06/18/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/17/03 06/17/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/16/03 06/16/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/11/03 06/11/03	FO	2371	05/20/03	23:12

Date: 03OCT03

Time: 16:14

COLGAN AIR

Sabre CrewTrac

Employee Bid Period Archive

Page 211

2257 FO DEAN, STEVEN

Bid Period JUN03

01JUN03 - 30JUN03

AWD Bid Award	Q1155	06/10/03	06/10/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/09/03	06/09/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1158	06/08/03	06/08/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/04/03	06/04/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/03/03	06/03/03	FO	2371	05/20/03	23:12
AWD Bid Award	Q1155	06/02/03	06/02/03	FO	2371	05/20/03	23:12

\*Colgan Air  
Accounts Payable  
10652 Wakeman Ct  
Suite 102  
Manassas, DC 20110

Mr. Steven Dean

Arrival: 06/25/03  
Departure: 06/28/03

Room: 148  
Cashier: 28  
Page: 1

R E C E I P T Radisson Hotel Hyannis, 06/28/03

Make your next reservation via the WWW at - <http://www.radisson.com>

Date	Text	Room	Charges	Credits
06/25	Room Charge	148	65.00	
06/25	Tax - State 5%		3.25	
06/25	Tax - City 4.7%		3.06	
06/26	Room Charge		65.00	
06/26	Tax - State 5%		3.25	
06/26	Tax - City 4.7%		3.06	
06/27	Room Charge		65.00	
06/27	Tax - State 5%		3.25	
06/27	Tax - City 4.7%		3.06	
06/28	Direct Bill			213.93

Total 213.93 213.93  
Balance 0.00 USD

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See the Front Desk for more information.

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest  
Signature \_\_\_\_\_

**Radisson**

\*Colgan Air  
Accounts Payable  
10652 Wakeman Ct  
Suite 102  
Manassas, DC 20110

Mr. Steven Dean

Arrival: 07/03/03  
Departure: 07/08/03

Room: 310  
Cashier: 23  
Page: 1

R E C E I P T Radisson Hotel Hyannis, 07/08/03

Make your next reservation via the WWW at - <http://www.radisson.com>

Date	Text	Room	Charges	Credits
07/03	Room Charge	310	65.00	
07/03	Tax - State 5%		3.25	
07/03	Tax - City 4.7%		3.06	
07/04	Room Charge		65.00	
07/04	Tax - State 5%		3.25	
07/04	Tax - City 4.7%		3.06	
07/05	Room Charge		65.00	
07/05	Tax - State 5%		3.25	
07/05	Tax - City 4.7%		3.06	
07/06	Room Charge		65.00	
07/06	Tax - State 5%		3.25	
07/06	Tax - City 4.7%		3.06	
07/07	Room Charge		65.00	
07/07	Tax - State 5%		3.25	
07/07	Tax - City 4.7%		3.06	
07/08	Direct Bill			356.55

Total

356.55

356.55

Balance

0.00 USD

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Guest  
Signature \_\_\_\_\_

**Radisson**



\*Colgan Air  
Accounts Payable  
10652 Wakeman Ct  
Suite 102  
Manassas, DC 20110

Mr. Steven Dean

Arrival: 07/10/03  
Departure: 07/14/03

Room: 265  
Cashier: 18  
Page: 1

R E C E I P T Radisson Hotel Hyannis, 07/14/03

Make your next reservation via the WWW at - <http://www.radisson.com>

Date	Text	Room	Charges	Credits
07/10	Room Charge	265	65.00	
07/10	Tax - State 5%		3.25	
07/10	Tax - City 4.7%		3.06	
07/11	Room Charge		65.00	
07/11	Tax - State 5%		3.25	
07/11	Tax - City 4.7%		3.06	
07/12	Room Charge		65.00	
07/12	Tax - State 5%		3.25	
07/12	Tax - City 4.7%		3.06	
07/13	Room Charge		65.00	
07/13	Tax - State 5%		3.25	
07/13	Tax - City 4.7%		3.06	
07/14	Direct Bill			285.24
Total			285.24	285.24
Balance				0.00 USD

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Guest  
Signature \_\_\_\_\_

**Radisson**

\*Colgan Air  
Accounts Payable  
10652 Wakeman Ct  
Suite 102  
Manassas, DC 20110

Mr. Steven Dean

Arrival: 07/18/03  
Departure: 07/21/03

Room: 415  
Cashier: 28  
Page: 1

I N V O I C E N O. 68088 Radisson Hotel Hyannis, 07/21/03

Make your next reservation via the WWW at - <http://www.radisson.com>

Date	Text	Room	Charges	Credits
07/18	Room Charge	415	65.00	
07/18	Tax - State 5%		3.25	
07/18	Tax - City 4.7%		3.06	
07/19	Room Charge		65.00	
07/19	Tax - State 5%		3.25	
07/19	Tax - City 4.7%		3.06	
07/20	Room Charge		65.00	
07/20	Tax - State 5%		3.25	
07/20	Tax - City 4.7%		3.06	
07/21	Direct Bill			213.93

Total 213.93 213.93  
Balance 0.00 USD

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Guest  
Signature \_\_\_\_\_

**Radisson**

The

for

\*Colgan Air  
Accounts Payable  
10652 Wakeman Ct  
Suite 102  
Manassas, DC 20110

Mr. Steven Dean

Arrival: 07/24/03  
Departure: 07/29/03

Room: 230  
Cashier: 18  
Page: 1

R E C E I P T Radisson Hotel Hyannis, 07/29/03

Make your next reservation via the WWW at - <http://www.radisson.com>

Date	Text	Room	Charges	Credits
07/24	Room Charge	230	65.00	
07/24	Tax - State 5%		3.25	
07/24	Tax - City 4.7%		3.06	
07/25	Room Charge		65.00	
07/25	Tax - State 5%		3.25	
07/25	Tax - City 4.7%		3.06	
07/26	Room Charge		65.00	
07/26	Tax - State 5%		3.25	
07/26	Tax - City 4.7%		3.06	
07/27	Room Charge		65.00	
07/27	Tax - State 5%		3.25	
07/27	Tax - City 4.7%		3.06	
07/28	Room Charge		65.00	
07/28	Tax - State 5%		3.25	
07/28	Tax - City 4.7%		3.06	
07/29	Direct Bill			356.55

Total

356.55

356.55

Balance

0.00 USD

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Guest

Signature

**Radisson**

\*Colgan Air  
Accounts Payable  
10652 Wakeman Ct  
Suite 102  
Manassas, DC 20110

Mr. Steven Dean

Arrival: 07/31/03  
Departure: 08/04/03

Room: 416  
Cashier: 43  
Page: 1

I N V O I C E N O. 68838 Radisson Hotel Hyannis, 08/04/03

Make your next reservation via the WWW at - <http://www.radisson.com>

Date	Text	Room	Charges	Credits
07/31	Room Charge	416	65.00	
07/31	Tax - State 5%		3.25	
07/31	Tax - City 4.7%		3.06	
08/01	Room Charge		65.00	
08/01	Tax - State 5%		3.25	
08/01	Tax - City 4.7%		3.06	
08/02	Room Charge		65.00	
08/02	Tax - State 5%		3.25	
08/02	Tax - City 4.7%		3.06	
08/03	Room Charge		65.00	
08/03	Tax - State 5%		3.25	
08/03	Tax - City 4.7%		3.06	
08/04	Direct Bill			285.24

Total

285.24

285.24

Balance

0.00 USD

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We are glad to confirm your participation in Radisson Gold Rewards.  
Your credit for this stay will be posted in 1 to 2 days.

Watch for more exciting partners being added to the Radisson Gold Rewards network.

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Guest

Signature \_\_\_\_\_

**Radisson**

OCT-10-2005 14:29

7033618034

98%

P.07

\*Colgan Air  
Accounts Payable  
10652 Wakeman Ct  
Suite 102  
Manassas, DC 20110

Mr. Steven Dean

Arrival: 08/18/03  
Departure: 08/20/03

Room: 244  
Cashier: 18  
Page: 1

R E C E I P T Radisson Hotel Hyannis, 08/20/03

Make your next reservation via the WWW at - <http://www.radisson.com>

Date	Text	Room	Charges	Credits
08/18	Room Charge	244	65.00	
08/18	Tax - State 5%		3.25	
08/18	Tax - City 4.7%		3.06	
08/19	Room Charge		65.00	
08/19	Tax - State 5%		3.25	
08/19	Tax - City 4.7%		3.06	
08/20	Direct Bill			142.62

Total 142.62 142.62  
Balance 0.00 USD

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Guest  
Signature \_\_\_\_\_

**Radisson**

\*Colgan Air  
Accounts Payable  
10652 Wakeman Ct  
Suite 102  
Manassas, DC 20110

Mr. Steven Dean

Arrival: 08/25/03  
Departure: 08/27/03

Room: 415  
Cashier: 20  
Page: 1

Copy of Invoice 70255 Radisson Hotel Hyannis, 08/27/03

Make your next reservation via the WWW at - <http://www.radisson.com>

Date	Text	Room	Charges	Credits
08/25	Room Charge	415	65.00	
08/25	Tax - State 5%		3.25	
08/25	Tax - City 4.7%		3.06	
08/26	Room Charge		65.00	
08/26	Tax - State 5%		3.25	
08/26	Tax - City 4.7%		3.06	
08/27	Direct Bill			142.62

Total 142.62 142.62  
Balance 0.00 US

Thank you for choosing Radisson Hotel Hyannis.

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See the Front Desk for more information.

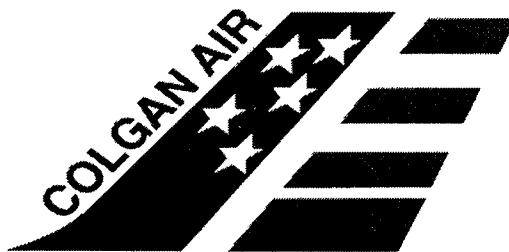
I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest  
Signature \_\_\_\_\_

**Radisson**



# **Colgan Air, Inc.**



## **Flight Crewmember Policy Handbook**

**July 1999**

**Flight Crew Policy Handbook**

**INDEX**

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**INDEX**

TOPIC	PAGE
Introduction	1-1
Personnel Procedures	2-1
Scheduling Procedures	3-1
Training Policy and Procedures	4-1
Professional Standards	5-1
Statement of Policy	6-1
Acknowledgement	7-1

## **1. INTRODUCTION**

The purpose of this appendix is to establish policies and guidelines for Flight Crews (Pilots) in areas not applicable to other personnel or not covered in other Company personnel policy manuals. This appendix supplements the personnel handbook which is applicable to all Company employees.

Colgan Air reserves the right at any time to suspend, discontinue or change any or all of such policies, practices or procedures.

### **OPERATIONAL GOALS**

#### **Safety**

Our primary goal is to provide 100% safe transportation for our customers. Safety is the priority of Colgan Air. No other value or goal has more priority.

#### **Reliability**

Reliability means always flying all of our scheduled flights, and always being on time. The success of an airline is predicated on safety and reliability. The public measures the quality of an airline by its reliability.

#### **Reputation**

A positive reputation is an airline's best marketing tool. Factors that contribute to a positive reputation include clean aircraft and stations, on time performance, professional pilot performance, timely correction of irregularities, and most of all, friendly, helpful people. These are the keys to building the best reputation in the Regional Airline industry.

**Remember: Passengers make our paychecks possible.**

## **2. PERSONNEL PROCEDURES**

### **CONTENTS**

Purpose

Divulgence of Company Information

Confidentiality

Probation

Attendance

Solicitations, Collections, & Company Property

Non-Colgan Air Flight Time

Employment Responsibilities & Policies

Discharge/Resignation/Separation

Communications

Seniority

Compensation & Flight Pay Guarantee

Temporary & Regular Base Assignments

The Pilot Records Improvement Act

Furloughs

**Flight Crew Policy Handbook**

**Personnel Procedures**

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**Confidentiality of Company Affairs**

It is the policy of the Company that employees are not to make verbal or written statements, or displays concerning Company affairs to anyone outside the Company, including representatives of the press, radio, television, attorneys, investigators, government agency representatives or other airline's employees, without first obtaining the Company's consent to do so. Frequently, a statement made without full knowledge of the situation is misleading. Such statements can result in legal liability to the Company.

**Divulgence of Information**

Employees shall respect the private status of all Company business and shall not reveal to any unauthorized person(s) the nature or contents of any form of conferences or meetings pertaining to Company affairs.

This policy prohibits employees from disclosing any business information to persons outside the organization. No information should be communicated in any manner without prior consent of the Company.

We reiterate the Company's commitment to upholding and enforcing these confidentiality policies. Violations of the confidentiality policies will be addressed promptly and could result in disciplinary action, including termination of employment.

Only the President, Executive Vice President, Vice President of Marketing, or persons directed to do so by them are authorized to make statements concerning company policies or activities to the public or the press. Any proposed release or statement must be cleared through them.

**Probation**

All crewmembers are considered to be on probation for a period of 12 months following their hire date. During this period of evaluation, the company may discharge crewmembers without the benefit of any procedures that may be afforded regular non-probationary employees.

**Attendance**

To ensure a smooth and efficient operation and support fellow employees, it is necessary that every employee report to work at the scheduled place and time. It is the crewmembers' responsibility to notify Crew Scheduling as soon as possible of any anticipated absence, the reason and probable duration, and to return to work as soon as possible thereafter. Poor attendance, regardless of the cause may force the company to take action.

## **Flight Crew Policy Handbook**

## **Personnel Procedures**

---

Of particular concern is the absence of a crewmember at a reporting time causing a delay or cancellation. Such occurrences are "No Shows". Absences with reasonable notice due to sickness or absence due to personal injury making communications impossible, are not "No Shows". "No Shows" are subject to the following actions:

First Occurrence: 1 week suspension & letter of reprimand

Two Occurrences in 24 months: Termination

### **Solicitations. Collections and Company Property**

All company property and facilities are to be used solely for company business. Non-employees shall not be permitted access to company property at any time to solicit for any cause or to distribute material or literature of any kind for any purpose.

### **Outside Employment**

All pilots receiving the company flight pay guarantee are considered full time employees of Colgan Air *and* outside employment is discouraged. Any outside employment or activity which conflicts with company interests or involves the acceptance of any type of payment or commission from an outside source for services in connection with company business is not permitted. All Colgan Air employees are required to give their best efforts and devote full attention and energy to their assigned positions. Work for another airline is strictly prohibited.

### **Flight Time Outside of Colgan Air**

The company prohibits line qualified pilots from engaging in commercial flying outside of Colgan Air. Colgan Air will assume that for scheduling, planning, and regulatory purposes, no flight crewmember will engage in any commercial flying outside of Colgan Air. Exceptions to this paragraph are as follows:

**Pleasure Flying:** Outside flying conducted under FAR Part 91 and for which the pilot is not receiving compensation.

**Military Flying:** All flying in which the pilot is performing required flight crew duties under proper orders as a member of a Reserve or National Guard unit. Military flying requires as much advance notice as possible to Colgan Air if the pilot's schedule must be altered to meet the obligations to the military. The pilot is required to furnish the company a copy of the military orders for duty if requested.



## **Flight Crew Policy Handbook**

## **Personnel Procedures**

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### **Employment Responsibilities**

**Physical Standards:** Pilots are required to maintain and have current FAA medical certifications appropriate to their assigned positions. First Officers will be required to have a First Class medical at the time of employment or upgrade only. Safety of flight and all employees' safety, welfare, and good health are key concerns to Colgan Air. As a consequence, the company may require a physical examination at any time there is probable cause to do so.

**Identification Badge:** The company will issue each flight crewmember a company identification badge. Federal security regulations require that this badge be worn at all times on company property and while engaged in work activities. These regulations further require the badge to be returned should the employee leave the company.

**Personnel Records:** Each employee is responsible for keeping certain personnel information current at all times. This may be done in writing directly to the Personnel Department. This information includes:

Name	Current Address
Telephone Number	Emergency Contacts

**Personal Telephone:** As a condition of employment, each pilot, must have the availability of a telephone at their residence to allow the company contact. During any period when a telephone is unavailable, it is the crewmember's responsibility to contact scheduling and personnel as necessary so as to be available for training and flight assignments. It is also the crewmember's responsibility to inform scheduling as soon as possible of any change in their current number. In no case will this notification be made more than 24 hours after becoming effective.

**Staying Legal For Flight:** The company will monitor flight crewmember requirements such as physical date, flight check and recurrent training dates, crew rest and flight time restrictions. However, it also remains the individual crewmember's responsibility to comply with all FARs and to notify the Chief Pilot's office and Crew Scheduling (when appropriate) as soon as they become aware of possible violations such as flight time restrictions, medical problems or any required training for which they have been scheduled. New medicals are due in the Chief Pilot's office by the 20<sup>th</sup> of the month in which they expire. If the medical is not in by that date, the crewmember will be removed from flight status.

### **Discharge/Resignation/Separation**

Upon termination/resignation date, a flight crewmember is required to return all company property to include: company manual, company I.D., airport I.D., any issued Interline passes, Buddy Passes, crew member wings, epaulets, keys, door/gate cards. In addition, flight crewmembers must submit their final Time and Duty report for actual hours worked, along with any expense reports requiring company reimbursement (all items are required where applicable).

As an employee of Colgan Air, Inc. you serve as an employee at will. You retain the right to terminate the employment relationship between yourself and Colgan Air, Inc. at any time.

## **Flight Crew Policy Handbook**

## **Personnel Procedures**

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Colgan Air has the same right. All other provisions of employment are the same as those found in the Company Personnel Policy Manual.

All crewmembers are requested to inform the company as far in advance as possible of the intended date of departure. A written letter of resignation must accompany verbal notification or follow as soon as possible.

Upon termination of employment, a pilot is entitled to be paid for unused vacation pay. Resignation with less than 14 days notice will result in the loss of all vacation. At the time of termination, all company manuals and ID badges must be returned to the company prior to the issuance of the employees final paycheck. This final paycheck will reflect deductions for any unreturned items due to the company as well as for any balances unpaid such as uniform payroll deduction. Crewmembers not returning their ID badge will be assessed a fine of \$100.00. Additionally, their cases will be referred to FAA security as required by the security program.

### **Communication**

A number of methods exist by which the company will attempt to maintain effective and constant lines of communication.

1. Fax additions to daily crew paperwork will be utilized whenever information is discovered which must be brought to the attention of the crews in the field.
2. Pay envelope inserts will be issued for the dissemination of general administrative information.

### **Seniority**

Seniority at Colgan Air is based on date of hire. In the event that more than one crewmember is hired on the same date, seniority will be determined by age with the older being the most senior.

Effective 1/1/99 the Colgan Air Captain's seniority list is "locked-in" as it exists on that date. Notwithstanding the policy of date-of-hire seniority stated above, Captains on this list as of that date will retain their seniority as long as they remain in the employ of the company. All subsequent upgrades will be subject to the date-of-hire policy in the previous paragraph.

### **Compensation and Flight Pay Guarantee**

All crewmembers are guaranteed a minimum of seventy five (75) hours flight pay credit monthly after the completion of initial training. For these purposes, this will be considered as the successful completion of the appropriate proficiency check.

**During Training:** At the completion of training, the new hire will receive one full month's guarantee of 75 hours flight pay.

Hourly pay for the credited hours will be as follows beginning with IOE:

## Flight Crew Policy Handbook

## Personnel Procedures

Year	1	2	3	4	5	6	7
<b>Captain</b>	\$28.00	29.50	31.00	32.50	34.00	35.50	37.00
<b>F/O</b>	\$16.00	18.00	20.00	21.00	22.00	23.00	24.00

Check Airmen will receive overrides (in addition to their regular pay) while performing the following functions:

<b>Line Check Airman</b>	\$ 7.00
<b>Flight Instructor/Simulator Instructor</b>	\$ 7.00
<b>Proficiency Check Airman</b>	\$ 10.00

Simulator instructors will be compensated 1.0 briefing/debriefing time for each four hour period. Classroom Instruction will be compensated at \$25.00/hour up to a maximum of \$150/day.

Pay will be based on actual block time, or a total of 75 hours, whichever is greater.

Crewmembers serving on reserve will receive 2 flight credit hours or actual block time, if they are used during the reserve period, whichever is greater.

The monthly guarantee shall be reduced by the number of credit hours for which a crewmember was scheduled during any month, but which he did not complete for reasons other than weather, vacation, illness or injury (to the extent the pilot has sufficient sick leave accrued), or requirements imposed by the company. Reasons for adjustment to the monthly guarantee are such occurrences as requested time off, missed trips, military or personal leave. An opportunity will be made whenever possible to allow the crewmember to make up the lost time during the month in which he lost it. The adjustment to guarantee will consist of two (2) block hours credit per day missed or scheduled trip time, whichever is greater.

Flight Time and Duty reports are due in to the Chief Pilot by the 5<sup>th</sup> of the month. Any sick claims must be accompanied by a completed vacation/leave request.

### Scheduled Overnight and Per Diem

When a flight crewmember is required by the company to remain overnight away from his base, he/she will receive \$1.10 per hour from their report time to the time they return to their home base. For example, a pilot's show time is 11:00 a.m., and he returns to his base and is off duty at 3:00 p.m. the next day. He will receive \$30.80. Per Diem is claimed on a form which must be submitted to the Chief Pilot for approval. Per Diem will only be paid for overnight trips and will not be paid for day trips. See company Personnel Policy for more information.

Paydays will be the first and fifteenth of each month, at company headquarters for a total of 24 periods per year. Checks for employees not residing in the area of headquarters will be sent to their crew base via an overnight delivery service such as Fedex. One half the monthly guarantee will be paid each payday. Overtime and Per Diem due for a given month will be paid on the second payday of the following month.

Crewmembers who believe there is an error in the amount of pay should contact the Chief Pilot's office. Errors will be rectified on the second paycheck of the following month.

## **Flight Crew Policy Handbook**

## **Personnel Procedures**

### **Vacation**

A flight crewmember taking earned vacation shall be credited 3 hours 45 minutes for each day of vacation. Vacation can only be taken in weekly increments, with the maximum consecutive amount being 2 weeks.

Vacation is accrued in the follow manner:

- 1 year service-1 week vacation (18.75)
- 2 year service-2 weeks vacation (37.50)
- 3 years service-2 weeks vacation (37.50)
- 4 years service-3 weeks vacation (56.25)

A vacation preference bid will be conducted in November of each year. Crewmembers are expected to take their vacations as requested. Crewmembers may bid for vacation time not yet earned, but which will be by the time it is taken. The company reserves the right to "black out" certain seasonal periods from vacation awards. In addition to the annual preference bid, crewmembers claiming vacation time will submit a vacation/leave request form with their monthly bid for the period in question. A crewmember who either upgrades or moves to another base will have to re-select a new vacation based on availability in the new position or base. Previously awarded vacations in that base will not be changed.

Vacations will not be "carried over" from one year to the next unless a crewmember's vacation is canceled by the company for some reason, and it is not possible for the crewmember to re-schedule it during the time remaining in the current year. In this event only, the crewmember will be allowed to take the lost vacation in the coming year.

### **Temporary and Regular Base Assignments**

Base bids will occur in the case of vacancies and awards will be on the basis of seniority and crew qualification.

When a new flight crewmember is assigned to their initial base, Colgan Air will provide three hundred dollars (\$300.00) to assist the new hire's relocation.

All expenses will be paid by the crewmember.

A crewmember selecting a new base either through direct base bid or by upgrading into an available slot will be responsible for all expenses connected with the transition.

**Flight Crew Policy Handbook**

**Personnel Procedures**

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Flight Crewmembers who are transferred at the Company's request (forced move) will be reimbursed as follows:

- Three (3) nights accommodations (room and tax only).
- One relocation trip for employee (and spouse) to consist of two days with one overnight, transportation (mileage reimbursed at the prevailing rate of .27 cents per mile), lodging and meals.
- Cost of an appropriate sized rental vehicle to move personal belongings.
- Personal ground transportation to move family to new location at the prevailing mileage rate (one round trip).

All expenses must be pre-approved by the Director of Personnel prior to the actual move. Two estimates are required on rental vehicles. Expenses that were not approved prior to the move will not be reimbursed. The Company will not be responsible for damages incurred during the move.

All approved expenses must be submitted on an Expense Report form to the Director of Personnel for reimbursement.

Travel from a crewmember's base to any other in which the crewmember may be required for work will be provided by the company.

A temporary base assignment is any assignment for a period of ninety days or less. In the event of a temporary base assignment, the company will arrange for travel to and from the work location and its associated hotel. (Whenever possible, courtesy transportation will be utilized.) The crewmember will receive a per diem expense allowance of \$1.10 for each hour away from base. This will be claimed on the appropriate company form and submitted to the Chief Pilot for approval. In certain cases, the Chief Pilot may approve the use of a crewmember's personal automobile. In this event, mileage in the amount of 27 cents per mile will be paid.

While commuting by crewmembers will be understood and accepted by the company, in no way will commuting be deemed a mitigating factor in the crewmember's scheduling, punctuality and demeanor. All crewmembers will be fully accountable for timely and on time appearance at their domicile. Any and all expenses incurred because of commuting will be borne by the crewmember.

Crewmembers commuting by air must report in base to scheduling no less than 3 hours prior to the departure of their flight. In no case will they commute inbound on the flight which will make up their outbound leg.

## **Flight Crew Policy Handbook**

## **Personnel Procedures**

---

### **Pilot Records Improvement Act/Background Checks**

In accordance with the Pilot Records Improvement Act effective February 6, 1997, Colgan Air will adhere to the following policies regarding this Act. Please note that these policies will only pertain to pilots who apply after the February 6, 1997 effective date.

Before releasing a pilot for Inflight Operating Experience (IOE) Colgan Air will obtain:

FAA records on airman certificates, type ratings and enforcement actions resulting in violation finds.

2. A Motor Vehicle Driving Record from the National Driver Register or the Department of Motor Vehicles.
3. Records on the pilot from any air carrier or person who has employed the applicant **as a pilot** during the preceding 5 years including:
  - a. Physical exams, training proficiency, and professional competency records, including check airman comments and evaluations
  - b. Disciplinary actions that were not subsequently overturned
  - c. Resignation or termination of employment. Please note that if the prior carrier does not have five years of records, the hiring carrier can only obtain what records are currently available.

Colgan Air will obtain written consent of applicant before requesting records, provide a reasonable time period for the applicant to comment, and establish procedures to ensure privacy is maintained.



**Flight Crew Policy Handbook**

**Personnel Procedures**

---

In the event that another carrier requests the records of a Colgan Air pilot, the company will proceed as follows:

1. Colgan Air will provide whatever appropriate FAA records are currently maintained.
2. Within 30 days of receiving a request, Colgan Air will transmit all records that are currently maintained.
3. Within 20 days of receiving the request, Colgan Air will advise the pilot in writing, that his/her records have been requested.
4. Colgan Air will give all current pilots reasonable opportunity to review and comment upon their records.
5. Colgan Air will maintain the pilot records for whatever time period the FARs currently mandate.

Under the Pilot Records Improvement Act, Colgan Air and it's agents and employees are immune from lawsuits by pilots for defamation, invasion of privacy and other claims resulting from release of or requests for records unless they knowingly include false information in the records and the records were altered in violation of the Federal Aviation Act

**Flight Crew Policy Handbook**

**Personnel Procedures**

---

**Furlough/Layoff**

If it should become necessary for the company to reduce employment levels due to economic or unforeseen business conditions, it will do so based on company needs and seniority.

A furlough of less than 90 calendar days is considered temporary. If the employee is recalled and begins to work on or before the 90<sup>th</sup> day following the furlough date, then that employee will retain all company seniority accrued prior to the furlough date. Employees on a furlough status will continue to accrue company seniority for pay and benefit purposes. After the 90 day point is reached, the employee will be terminated.

When on furlough status, an eligible employee may elect to continue their medical coverage under COBRA. For additional information on continuing insurance coverage, please contact the Personnel Manager.

### **3. SCHEDULING**

#### **CONTENTS**

Reporting for Duty

Reserve

Lines of Time

Trip Trades

R.O.N. & Per Diem

## **Flight Crew Policy Handbook**

## **Scheduling**

---

### **Reporting for Duty**

Show time for all trips originating at domestic stations will be 45 minutes prior to scheduled departure at the gate or facility. The Captain may increase these times at his discretion. On arrival at the departure station, at or before show time, the Captain will "check in" with crew scheduling by telephone to verify that the entire crew is on site and ready for duty. This time will be logged as the crew's check in time. It is the responsibility of ALL crewmembers to insure that scheduling is notified at once of a missing crewmember. **The trip must be protected.**

Commuting crewmembers scheduled for a trip or sequence of trips will notify crew scheduling of their arrival in the departure city and verify contact number.

### **Reserve**

Reserve may be incorporated into the schedule either as separate lines of time or as parts of regular lines. There are two categories of reserve.

1. Normal reserve means that the crewmember is contactable within 30 minutes and is capable of being at his/her domicile airport, ready for duty within one hour of the contact.
2. Standby means that the crewmember is at any assigned airport and ready for duty immediately on contact.

### **Lines of Time**

It shall be the goal of scheduling to target 75 hours per month whenever possible in constructing lines of time. Crewmembers bidding on scheduled lines of time will be awarded these based on seniority at domicile. *Regardless of the amount of hours in a given bid line, the only guarantee in effect is the 75 hour monthly guarantee.* The monthly guarantee can be reduced under circumstances which are outlined in the compensation section of this manual.

Once a crewmember has been awarded a line of time, all flights and reserves appearing on that line are considered to be his or her responsibility unless specifically relieved of the responsibility by crew scheduling through a trade or re-schedule.

### **Bidding**

Each month bid packages will be prepared for distribution to the domiciles no later than the fifteenth. The bid package will contain closing date for the receipt of bids. Crewmembers must bid by the closing date and time or they will be assigned any line not awarded by bid.



## **Flight Crew Policy Handbook**

### **Scheduling**

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#### **Trip Trades**

Because of the regulations and record keeping involved, crew scheduling must approve *all* trip trades. Trip trades should be submitted in writing well in advance of the flights involved. In certain circumstances, the paper requirement may be waived providing both parties involved in the trade speak directly with the scheduler. Trades will be approved unless they are submitted too late to process, are illegal, or result in additional expense for the company.

A trade resulting in one crewmember falling below his line guarantee while the other reaps overtime will be disapproved.

Crew scheduling will not engineer trip trades. This must be done by the crewmembers themselves.

## **4. TRAINING POLICY AND PROCEDURES**

### **CONTENTS**

Purpose

Pilot Upgrade Committee

Training Difficulties

## **Flight Crew Policy Handbook**

## **Training Policy & Procedures**

---

### **Purpose**

The purpose of this section is to outline the administrative policies for the training and advancement of pilots in the service of Colgan Air.

### **Pilot Upgrade Committee**

The Colgan Air Pilot Upgrade Committee consists of the Director of Operations, the Chief Pilot, and Check Airmen. The pre-requisite experience level required for upgrade will be as follows:

1. ATP or ATP written exam completed, 4000 hours total flight time, 1500 hours pilot-in-command, and 500 hours in the type aircraft in which the upgrade is to occur (or similar equipment) and a valid first class medical certificate;  
**or**
2. ATP or ATP written exam completed, 2500 hours total flight time of which 800 hours must be in the type aircraft in which the upgrade is to occur, and a valid first class medical certificate.

Additional requirements to basic hours for upgrade which will be considered by the committee are seniority, maturity, leadership, technical ability, initiative, basic knowledge, business appearance, professional standards, customer sensitivity, and overall attitude. Except in cases of obvious deficiency (either in experience or other categories), the greatest weight will be given to seniority.

### **Recurrent Training**

Crewmembers will be notified of recurrent training assignments in their monthly bid packages. When reporting to the training site, crewmembers should always have their uniforms and ID badges with them. While unlikely, it is nonetheless possible that the company could be forced to use them for flight duty.

### **Training Difficulties**

**Upgrade Failures:** A candidate upgrading from one position to another who fails a simulator (or aircraft) check associated with upgrading to the position shall be given the following option:

1. Have another check conducted within a reasonable amount of time after one additional period of training;  
**or**
2. Be reassigned to his last position (following successful completion of the appropriate proficiency check) for a minimum period of 12 months before receiving additional re-training as determined by the Chief Pilot.

## **Flight Crew Policy Handbook**

## **Training Policy & Procedures**

In the event that the failed check is a line check, the candidate may accept an additional 2 days of check airman surveillance followed by another line check.

If, after the additional training is completed, the candidate fails the second check, he will, at the option of the company be released from employment with Colgan Air.

**Initial and Recurrent Checks:** If any flight crewmember fails a simulator (or aircraft) proficiency check, line check or any other check associated with initial new-hire, transition or recurrent training, he will be given additional training as soon as practical and, upon completion of that training, given a re-check. Additional training will be as determined by the Chief Pilot and Director of Operations after consultation with the Check Airman, but in no case less than one full training period in the case of a proficiency check and two flights in the case of a line check.

If, after the additional training is completed, the crewmember fails the second check, he will, at the option of the company, be released from employment with Colgan Air.

### **Equipment/Position Freeze**

A First Officer on one aircraft will not be trained for a First Officer position on another.

A pilot who completes Upgrade Training or Transition Training will not be selected for training for any other pilot position for a period of twelve (12) months.

## **5. PROFESSIONAL STANDARDS**

### **CONTENTS**

Purpose

Business Meetings and Training

Fitness

Conduct in Uniform

Grooming

Uniforms and Accessories

Access

Alcohol Policy

Drug & Alcohol Testing Program



## **Flight Crew Policy Handbook**

## **Professional Standards**

---

### **Purpose**

The purpose of the chapter is to define minimum professional standards required of all Colgan Air flight crewmembers. It is not the company's intent to interfere with employees personal habits and life styles. However, in so much as dress and conduct, both in or out of uniform, reflect upon the company, these standards are necessary.

### **Business Meetings and Training**

During operational meetings, simulator training, ground schools, flight training, etc., pilots will observe professional standards of conduct and dress. While the uniform is not required at these times, dress appropriate for the occasion is to be worn by all crewmembers. Dress while conducting business with the FAA or other government officials will be business attire (coat and tie). For all other above listed activities, shirt and slacks will be suitable with no coat required. Jeans are prohibited.

### **Fitness**

Pilots are to maintain reasonable standards of fitness and physical condition so as to not endanger their medical certification.

### **Conduct in Uniform**

When in uniform, crewmembers are expected to conduct themselves in a manner which will bring credit to Colgan Air. Crewmembers are not to enter bars, lounges, etc., while wearing any identifying insignia and under no circumstances are they allowed to consume alcohol while in uniform.

While in the presence of passengers or employees of other airlines, restraint as to tone and topic of conversation is to be exercised. Avoid congregating or lounging in the gate areas when possible. It should be kept in mind that casual or joking comments by crewmembers in uniform sometimes cause undue passenger concern. Always be mature and professional within hearing of the passengers.

If operational matters must be discussed by telephone, every attempt should be made to do so away from the gate.

## **Flight Crew Policy Handbook**

## **Professional Standards**

---

### **Grooming**

**Males:** Hair is to be neatly combed and cut so that it will not extend below the top of the collar or extend over the ears. Moustaches are to be neatly trimmed and not extend beyond corners of the mouth. Beards are not authorized.

**Females:** The wearing of shorter hair styles is encouraged. While in uniform hair is to be styled so as not to extend more than four (4) inches below the top of the collar. Longer hair should be worn "up" if possible. Make-up and perfume are to be conservative.

### **Uniforms**

All crewmembers are required to purchase the company approved uniform through the company and to repair and replace items as necessary. The purchase of the basic uniform may be defrayed through payroll deduction over a period of several paychecks.

Accessory items (hardware and epaulets) are provided directly by the company in the same manner as manuals and remain the property of the company. Replacement of these items will be at the employee's expense. In the event that the pilot is furloughed or resigns, the hardware and epaulets will be returned to the company or the amount of fifteen (\$15.00) will be deducted from the pilot's final paycheck for each item not returned.

Flight Crews are truly the representatives of the airline at all times. For that reason, when the uniform is appropriate for wear, it is to be worn in its entirety. When out of the cockpit, sleeves should be rolled down, all shirt buttons must be buttoned, and tie fully in place. Converting the uniform to street status (removal of insignia) is discouraged and should not be considered a normal action. If it is necessary to do this, it should be accomplished out of public view.

Uniform jackets or blazers will be worn during all periods of standard time. A plain V neck sweater may be worn under the jacket during cold weather.

Shoes and socks must be appropriate to the uniform. For cockpit crews, black, plain toe oxfords are preferred. Corfam (patent leather) shoes are not permitted.

### **Access**

The company identification and security badge will be furnished by the company. This badge remains the property of Colgan Air or the appropriate issuing authority. Badges must be displayed and visible at all times when in any Airport Operations Area or on company property. This means attaching the badge to the outermost garment being worn. However, display using a neck chain is satisfactory as long as the devise is visible. Any fines levied against the company because of a crewmembers improper display of his badge will be directly passed through to the employee.

## **Flight Crew Policy Handbook**

## **Professional Standards**

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### **Restrictions on Alcohol**

Federal Aviation Administration regulations states no person may act or attempt to act as a crewmember of a civil aircraft within (8) hours after the consumption of any alcoholic beverages, while under the influence of alcohol, while using any drug that affects the person's faculties in any way contrary to safety, or, while having a .04 percent by weight or more alcohol in the blood. **Colgan Air's** company policy is to stringently enforce this regulation.

Under no circumstances are crewmembers to be observed consuming alcoholic beverages while in uniform whether on duty or not. Also, while in uniform, crewmembers should not be frequenting places other than restaurants where alcoholic beverages are served.

**NOTE:** The legal use of drugs for medical purposes may still diminish a crewmember's ability to safely perform their duties during a flight. It is therefore required that a crewmember research the full side effects of any drug they are using. They must also insure that their performance is not diminished as a result of drug intake.

### **Drug/Alcohol Testing Program**

D.O.T. Testing: The Company has an established FAA approved Drug/Alcohol testing program. Specific details of this program and training will be handled by the Personnel Manager/Anti-Drug Managers.

Non-D.O.T. Testing: Colgan Air reserves the right to conduct non-D.O.T. drug and alcohol testing under circumstances of reasonable cause or reasonable suspicion.

### **Refusal to Submit to a Requested Drug Test**

Covered employees may not refuse to submit to a periodic, post-accident, random, reasonable cause or follow-up test. Notice must be sent to the FAA/Civil Aviation Registry, Airmen Certification Branch (AFS-760) PO Box 25082, Oklahoma City, Oklahoma 73125 within 5 working days.

Further details are provided in the Colgan Air Drug/Alcohol Testing Program.

## **6. STATEMENT OF POLICY**

It is the policy of the Company that an understanding of the organizational structure is essential to the smooth running of the operation. The company has been laid out in such a way that a direct chain of command exists from the CEO on down to all employees. This chain can only function properly if it is kept unbroken. For that reason, all employees must deal with their direct supervisor. For instance, crews in the field are responsible to the Captain at all times. All contact with the company when in the field should only come from the Captain. Not only does this simplify matters, it also insures that the Captain remains "in the loop" at all times. This simple principle is the foundation of our administrative policy. Remember: If you go around your supervisor, you take him/her out of the loop. For that reason, it will not be tolerated.

If, however, the Captain or other supervisor *is* the problem you wish to address, then the matter should be brought to the attention of the next person up the chain of command.

### **Flight Operations Chain of Command**

President  
Executive Vice President  
Vice President of Operations & Regulatory Compliance  
Director of Operations  
Chief Pilot  
Captain  
First Officer

## **7. ACKNOWLEDGEMENT**

This is to acknowledge that I have received and read the contents of the Colgan Air Flight Crewmember Policy Handbook, dated July 1999 as well as the general Personnel Policy of the company.

I understand the policies outlined in these manuals and agree to abide by them to the best of my ability.

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Lester, LeAnn C**

---

**From:** Thomas B. Almy [talmy@dglitigators.com]  
**Sent:** Tuesday, October 04, 2005 9:25 AM  
**To:** Lester, LeAnn C; Schiavo, Mary  
**Cc:** Joshua Wulf  
**Subject:** Dean v. Raytheon et al



Flight Crew Policy  
Handbook1 (...)

Mary: Attached please find a copy of Colgan's Flight Crewmember Policy Handbook. Tom

Thomas B. Almy  
Dombroff & Gilmore  
1676 International Drive, Penthouse  
McLean, Virginia 22102  
T: 703 336-8723  
F: 703 336-8750



CO. FILE DEPT. CLOCK NUMBER 052  
 NYM 002257 500211 F 0000052999 1

COLGAN AIR, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

## Earnings Statement



Period Ending: 08/31/2003  
 Pay Date: 09/05/2003

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Social Security Number: 572-27-0673

Taxable Marital Status: Single  
 Exemptions/Allowances: 1

Federal: 1 No State Income Tax  
 TX: No State Income Tax  
 TX: No State Income Tax

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	12,000.00
v/Gar				2,912.40
Gross Pay			\$750.00	14,912.40

### Deductions

Statutory		
Federal Income Tax	-61.88	1,380.94
Social Security Tax	-46.50	894.34
Medicare Tax	-10.87	209.16
Other		
Per Diem		-136.80
Pretax Medical		487.50
Uniform		441.00
Net Pay	\$630.75	

Your federal taxable wages this period are \$750.00

Other Benefits and Information	this period	total to date
Sick Balance		15.04

CO. FILE DEPT. CLOCK NUMBER 052  
 MVM 002257 500211 M 0000052809 1

COLGAN AIR, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

# Earnings Statement



Period Ending: 08/15/2003  
 Pay Date: 08/20/2003

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Taxable Marital Status: Single  
 Exemptions/Allowances:  
 Federal: 1  
 TX: No State Income Tax  
 TX: No State Income Tax  
 Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	11,250.00
Ov/Gar	20.0000	19.89	397.80	2,912.40
Gross Pay			\$1,147.80	14,162.40

## Deductions

Deductions	Statutory	year to date
Federal Income Tax	-116.67	1,319.06
Social Security Tax	-69.14	847.84
Medicare Tax	-16.18	198.29
Other		
Pretax Medical	-32.50*	487.50
Per Diem		-136.80
Uniform		441.00
Net Pay	\$913.31	

\* Excluded from federal taxable wages  
 Your federal taxable wages this period are  
 \$1,115.30

Other Benefits and Information	this period	total to date
Sick Balance		15.04

CO. FILE DEPT. CLOCK NUMBER 052  
 MVM 002257 500211 0000052615 1

COLGAN AIR, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

## Earnings Statement



Period Ending: 07/31/2003  
 Pay Date: 08/05/2003

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Taxable Marital Status: Single  
 Exemptions/Allowances:  
 Federal: 1  
 TX: No State Income Tax  
 TX: No State Income Tax  
 Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	10,500.00
Ov/Gar				2,514.60
<b>Gross Pay</b>			<b>\$750.00</b>	<b>13,014.60</b>

### Deductions

Deductions	Statutory	Other
Federal Income Tax	-57.00	1,202.39
Social Security Tax	-44.49	778.70
Medicare Tax	-10.40	182.11
Pretax Medical	-32.50*	455.00
Per Diem		-136.80
Uniform		441.00
<b>Net Pay</b>		<b>\$605.61</b>

\* Excluded from federal taxable wages  
 Your federal taxable wages this period are \$717.50

### Other Benefits and Information

this period: 13.16  
 Sick Balance

COPY

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COLGAN A/R, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

## Earnings Statement



Period Ending: 05/31/2003  
 Pay Date: 06/05/2003

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Taxable Marital Status: Single  
 Exemptions/Allowances:  
 Federal: 1  
 ME: 1 Tax Blocked  
 TX: No State Income Tax  
 Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	7,500.00
Ov/Gar	20.0000	21.40	428.00	1,749.40
<b>Gross Pay</b>			<b>\$1,178.00</b>	<b>9,249.40</b>

Other Benefits and Information	this period	total to date
Sick Balance		9.40

### Deductions

Statutory	this period	year to date
Federal Income Tax	-123.92	859.61
Social Security Tax	-71.02	553.31
Medicare Tax	-16.61	129.40
<b>Other</b>		
Pretax Medical	-32.50*	325.00
Per Diem		-136.80
Uniform		441.00
<b>Net Pay</b>	<b>\$933.95</b>	

### \* Excluded from federal taxable wages

Your federal taxable wages this period are  
 \$1,145.50

IERE

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COLGAN AIR, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

Taxable Marital Status: Single  
 Exemptions/Allowances: 1  
 Federal: 1  
 ME: 1, Tax Blocked  
 TX: No State Income Tax  
 Social Security Number: 572-27-0673

**Earnings Statement**

Period Ending: 05/15/2003  
 Pay Date: 05/20/2003

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	6,750.00
Ov/Gar				1,321.40
<b>Gross Pay</b>			<b>\$750.00</b>	<b>8,071.40</b>

Other Benefits and Information	this period	total to date
Sick Balance		9.40

Deductions	Statutory	Other
Federal Income Tax	-59.72	735.69
Social Security Tax	-44.48	482.29
Medicare Tax	-10.40	112.79
Pretax Medical	-32.50*	292.50
Uniform	-41.00	441.00
Per Diem		-136.80
<b>Net Pay</b>	<b>\$561.90</b>	

\* Excluded from federal taxable wages  
 Your federal taxable wages this period are \$717.50

COPY

COPY

CO. FILE DEPT. CLOCK NUMBER  
MVM 002257 500160 0000051463 1

COLGAN AIR, INC.  
10652 WAKEMAN COURT  
SUITE 102  
MANASSAS, VA 20110

Taxable Marital Status: Single  
Exemptions/Allowances: 1  
Federal: 1  
ME: 1, Tax Blocked  
TX: No State Income Tax

Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	6,000.00
Ov/Gar				1,321.40
<b>Gross Pay</b>			<b>\$750.00</b>	<b>7,321.40</b>

Deductions	Statutory			
	Federal Income Tax	-59.72		675.97
	Social Security Tax	-44.49		437.81
	Medicare Tax	-10.40		102.39
<b>Other</b>				
	Pretax Medical	-32.50*		260.00
	Uniform	-50.00		400.00
	Per Diem			-136.80
<b>Net Pay</b>			<b>\$552.89</b>	

\* Excluded from federal taxable wages  
Your federal taxable wages this period are \$717.50

## Earnings Statement



Period Ending: 04/30/2003  
Pay Date: 05/05/2003

STEVEN T DEAN  
913 S MAIN ST  
APT 250  
EULESS, TX 76040

Other Benefits and Information	this period	total to date
Sick Balance		7.52

COPY

COPY



CO. FILE DEPT. CLOCK NUMBER  
 MVM 002257 500160 0000051251 1

COLGAN AIR, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

Taxable Marital Status: Single  
 Exemptions/Allowances: 1

Federal: 1  
 ME: 1, Tax Blocked  
 TX: No State Income Tax

Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	5,250.00
Ov/Gar	20.0000	22.76	455.20	1,321.40
<b>Gross Pay</b>			<b>\$1,205.20</b>	<b>6,571.40</b>

Deductions	Statutory	year to date
Federal Income Tax	-128.00	616.25
Social Security Tax	-72.71	393.32
Medicare Tax	-17.01	91.99
<b>Other</b>		
Pretax Medical	-32.50*	227.50
Uniform	-50.00	350.00
Per Diem		-136.80
<b>Net Pay</b>	<b>\$904.98</b>	

\* Excluded from federal taxable wages

Your federal taxable wages this period are  
 \$1,172.70

## Earnings Statement



Period Ending: 04/15/2003  
 Pay Date: 04/21/2003

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Other Benefits and Information	this period	total to date
Sick Balance		7.52

CO. FILE DEPT. CLOCK NUMBER  
 MVM 002257 500160 0000051007 1

COLGAN AIR, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

## Earnings Statement



Period Ending: 03/31/2003  
 Pay Date: 04/04/2003

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Taxable Marital Status: Single  
 Exemptions/Allowances:  
 Federal: 1  
 ME: 1 Tax Blocked  
 TX: No State Income Tax  
 Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	4,500.00
Ov/Gar				866.20
<b>Gross Pay</b>			<b>\$750.00</b>	<b>5,366.20</b>

Other Benefits and Information	this period	total to date
Sick Balance		5.64

### Deductions

Statutory		
Federal Income Tax	-59.72	488.25
Social Security Tax	-44.48	320.61
Medicare Tax	-10.40	74.98

### Other

Pretax Medical	-32.50*	195.00
Uniform	-50.00	300.00
Per Diem		-136.80

**Net Pay** **\$552.90**

\* Excluded from federal taxable wages  
 Your federal taxable wages this period are \$717.50

CO. FILE DEPT. CLOCK NUMBER  
 MVM 002257 500160 0000050736 1

COLGAN AIR, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

## Earnings Statement



Period Ending: 03/15/2003  
 Pay Date: 03/20/2003

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Taxable Marital Status: Single  
 Exemptions/Allowances:  
 Federal: 1  
 ME: 1, Tax Blocked  
 TX: No State Income Tax  
 Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	3,750.00
Ov/Gar	20.0000	26.01	520.20	866.20
<b>Gross Pay</b>			<b>\$1,270.20</b>	<b>4,616.20</b>

Deductions	Statutory			
Federal Income Tax	-137.75			428.53
Social Security Tax	-76.74			276.13
Medicare Tax	-17.95			64.58
Other				
Pretax Medical	-32.50*			162.50
Uniform	-50.00			250.00
Per Diem				-136.80
<b>Net Pay</b>			<b>\$955.26</b>	

\* Excluded from federal taxable wages

Your federal taxable wages this period are  
 \$1,237.70

Other Benefits and Information	this period	total to date
Sick Balance		5.64

CO. FILE DEPT. CLOCK NUMBER  
MVM 002257 500160 0000049689 1

COLGAN A/R, INC.  
10652 WAKEMAN COURT  
SUITE 102  
MANASSAS, VA 20110

Taxable Marital Status: Single  
Exemptions/Allowances:  
Federal: 1  
ME: 1, Tax Blocked  
TX: No State Income Tax  
Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	2,250.00
<b>Gross Pay</b>			<b>\$750.00</b>	<b>2,250.00</b>

Deductions	Statutory		this period	year to date
Federal Income Tax			-59.72	179.16
Social Security Tax			-44.49	133.46
Medicare Tax			-10.40	31.21
<b>Other</b>				
Pretax Medical			-32.50*	97.50
Travel Card			-45.00	
Uniform			-50.00	150.00
Per Diem				-136.80
<b>Net Pay</b>			<b>\$507.89</b>	

\* Excluded from federal taxable wages  
Your federal taxable wages this period are \$717.50

## Earnings Statement



Period Ending: 02/15/2003  
Pay Date: 02/14/2003

STEVEN T DEAN  
913 S MAIN ST  
APT 250  
EULESS, TX 76040

Other Benefits and Information	this period	total to date
Sick Balance		376

CO. FILE DEPT. CLOCK NUMBER  
MVM 002257 500211 M 0000047562 1

COLGAN AIR, INC.  
10652 WAKEMAN COURT  
SUITE 102  
MANASSAS, VA 20110

Taxable Marital Status: Single  
Exemptions/Allowances:  
Federal: 1  
MA: 1, Tax Blocked  
TX: No State Income Tax

Social Security Number: 572-27-0673

Earnings	rate	hours	this period	year to date
Regular	20.0000	37.50	750.00	2,325.00
<b>Gross Pay</b>			<b>\$750.00</b>	<b>3,475.00</b>

#### Deductions

Statutory				
Federal Income Tax	-60.03			288.87
Social Security Tax	-44.48			207.39
Medicare Tax	-10.40			48.50
<b>Other</b>				
Pretax Medical	-32.50*			130.00
Uniform	-50.00			100.00
Per Diem				-67.32
<b>Adjustment</b>				
Per Diem	+67.32			
<b>Net Pay</b>			<b>\$619.91</b>	

\* Excluded from federal taxable wages  
Your federal taxable wages this period are \$717.50

## Earnings Statement



Period Ending: 12/16/2002  
Pay Date: 12/16/2002

STEVEN T DEAN  
913 S MAIN ST  
APT 250  
EULESS, TX 76040

CO. FILE DEPT. CLOCK NUMBER  
 MWM 002257 500980 M 0000046669 1

COLGAN AIR, INC.  
 10652 WAKEMAN COURT  
 SUITE 102  
 MANASSAS, VA 20110

## Earnings Statement



Period Ending: 11/15/2002  
 Pay Date: 11/15/2002

Taxable Marital Status: Single  
 Exemptions/Allowances: 1

Federal: 1  
 VA: 1 Tax Blocked  
 TX: No State Income Tax

Social Security Number: 572-27-0673

STEVEN T DEAN  
 913 S MAIN ST  
 APT 250  
 EULESS, TX 76040

Earnings		rate	hours	this period	year to date
Regular		20.0000	33.75	675.00	825.00
Training		50.0000	10.00	500.00	
Gross Pay				\$1,175.00	1,975.00

### Deductions

#### Statutory

Federal Income Tax	-123.78	168.81
Social Security Tax	-70.83	118.42
Medicare Tax	-16.57	27.70

#### Other

Pretax Medical	-32.50*	65.00
----------------	---------	-------

Net Pay \$931.32

\* Excluded from federal taxable wages

Your federal taxable wages this period are  
 \$1,142.50



**ADP** Automatic Data Processing  
BALTIMORE REGION

01/09/2004	01.00	01 1	86 00	TSR	NON NORDEN OBJ. NUMBER	2003/4/01115	2003/4/00819	PAGE NUMBER	43	43
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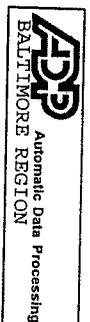
2001	Automatic	Data	Processing
------	-----------	------	------------



COMPANY/EMPLOYEE NAME	COLGAN AIR INC
DATE	12/31/2003
TIME	14:13:57

### Wage and Tax Register

\*\*\* DETAIL PAGE \*\*\*



DATE	01/09/2004	TIME	00:00:01
DATE	003/4/0115	TIME	003/4/00819
PAGE	44	NUMBER	44

EMPLOYEE NUMBER	EMPLOYEE NAME	DEPT NUMBER	GROSS EARNINGS	SOCIAL SECURITY TAX	MEDICARE TAX	TOTAL WAGES	STATE INCOME TAX	LOCAL INCOME TAX	EMPLOYER SDI	401K	HITH	WEEKS WORKED
CONTINUED	00257 DEAN, STEVEN T	500211										
*** STATE DISTRIBUTION ***	ST1 53	1	1491240	1442430	1442490	1455490						
	ST1 53	1	1491240	89434	20916	1080000		48750	459380			
***** LAYED IN STATE *****	ST2 53	1										
	ST2 53	1										
002313 DEATON, MATTHEW D	17 17	5	311580	291330	291330	291330	291330	20250				9
345-76-0060			291330	18062	4224	291330						
T 42			508									
001195 DELGOUR, TAMMY		600105	112105	291330	112105	112105	112105					
070-60-3512	P X 13 13		112105	6951	1626	112105	112105					
RT-H 0009.0700		1	6686				1965					
			562414	562414	562414	562414	562414					46
			17304	34870	8155	562414	5834					
003045 DEE, LISA R	01 19	514216	805024	776944	776944	805024	776944	28080				
085-66-1532		2	74802	48170	11266	805024	27933					
			2337408	2253168	2253168	2337408	2253168					42
			2253168	139696	32671	2337408	81457	84240				
002241 DEFRANCESCO, OLIVIA	501215		471841	700000	450997	450997	450997					
037-50-4746	P 50 32	1	36150	27962	6559	450997	11288	20844				
			1618598	1538577	1538577	1538577	1538577					53
			1538577	93332	22309	1538577	36799	80032				
			116718	700000	1538577	1538577	1538577					
002314 DEJARNATT, KRAYTON O	618983		819424	799224	799224	799224	799224	19500				
462-53-3590	17 17	5	20624	49595	11599	799224	28336					
			3133111	3058361	3058361	3058361	3058361					53
			3058361	189618	44346	800000	110245	74750				
			90402	700000	798410	816362	39079	17952				
003120 DELGOUR, JOSEPH A	508982		816362	798410	11577	816362	798410					
173-56-8861	02 02	0	112282	49501	11577	757120	39079					
			1139242	383104	115306	1139242	54589					
			1115306	69149	16172	1080000	1139242	23986				
			150790	700000	1139242	1139242	1139242					21

# GENERAL LAWS OF MASSACHUSETTS

## PART I. ADMINISTRATION OF THE GOVERNMENT

### TITLE XXI. LABOR AND INDUSTRIES

#### CHAPTER 152. WORKERS' COMPENSATION

#### COMPULSORY COMPENSATION AND SELF-INSURANCE

##### Chapter 152: Section 25A Purchase of insurance; self-insurance; reinsurance; deductibles

Section 25A. In order to promote the health, safety and welfare of employees, every employer shall provide for the payment to his employees of the compensation provided for by this chapter in the following manner:

(1) By insurance with an insurer or by membership in a workers' compensation self-insurance group, established pursuant to the provisions of sections twenty-five E to twenty-five U, inclusive,  
or

(2) Subject to the rules of the department, by obtaining from the department annually a license as a self-insurer by conforming to the provisions of one of the two following subparagraphs and also to the provisions of subparagraph (c) if required. Every employer desiring to be licensed as a self-insurer shall make application for such license on a form provided by the department. The application shall contain: (1) a sworn itemized statement of the assets and liabilities of the applicant; (2) a payroll report for the preceding fiscal year of the applicant; (3) a detailed description of the nature and kind of business carried on.

(a) By keeping on deposit with the state treasurer in trust for the benefit and security of employees such amount of securities, not less in market value than twenty thousand dollars, as may be required by the department, said securities to be in the form of cash, bonds, stocks or other evidences of indebtedness as the department may require, and to be used, liquidated and disbursed only upon order of the department for the purposes of paying the benefits provided for by this chapter. The department shall, at least semiannually, determine the liabilities of a self-insurer both incurred or to be incurred because of personal injuries to employees under this chapter. The department shall require an additional deposit or further security when the sum of the self-insurer's liability both incurred or to be incurred exceeds the deposit or any required reinsurance, or permit a decrease of said deposit provided the value of said deposit in no case shall be less than twenty thousand dollars. The department may permit a substitution of securities in place of those deposited. Interest, dividends and other income from said deposit or deposits shall be payable to the employer who deposited them, unless and until the department shall direct otherwise. The deposit or deposits may be returned to the employer if the employer shall insure with an insurer under paragraph (1) of this section, or qualify as a self-insurer under subparagraph (b) of this section, or if he shall cease to transact business in the commonwealth; provided, that in any case he satisfies the department that he is not under any obligation to pay compensation under this chapter, or, if the department so requires, he furnishes the department with a single premium non-cancellable policy,

insuring him against any liability that may have arisen under this chapter or with a bond executed as surety by some company authorized to transact the business of workers' compensation insurance in this commonwealth, in an amount and form approved by the department, guaranteeing the payment of any liability on his part that may have arisen under this chapter. No deposit so deposited shall be assignable or subject to attachment or be liable in any way for the debt of the self-insurer. If an employer engaged in interstate or foreign commerce certifies that the laws of the United States provide for liability for injury to or death of its employees, the deposit shall be returned to the employer less such amount as determined by the department as necessary to satisfy against liability that may already have arisen under this chapter; and provided that such determination by the department shall be reviewable by the superior court for the county in which the employer resides, or, in the case of a corporation, where said corporation has a usual place of business.

(b) By furnishing annually a bond running to the commonwealth, with some surety company authorized to transact business in the commonwealth as surety, in such form as may be approved by the department and in such amount not less than twenty thousand dollars as may be required by the department, said bond, however, to be upon the condition that if the license of the principal shall be revoked or if the principal shall cease to transact business in the commonwealth or if the department shall refuse to renew the license or if the principal shall insure with an insurer, the principal shall upon demand deposit with the state treasurer an amount of securities equal to the penal sum of the bond or a single premium non-cancellable policy issued by some insurance company authorized to transact the business of workers' compensation insurance in this commonwealth, insuring him against any liability that may have arisen under this chapter or a bond executed as surety by some company authorized to transact the business aforesaid in this commonwealth, in an amount and form approved by the department, guaranteeing the payment of any liability on his part that may have arisen under this chapter. The department shall, at least semiannually, determine the liabilities of a self-insurer both incurred or to be incurred because of personal injuries to employees under this chapter. The department may at any time require an additional bond, similarly conditioned, or further security or permit a decrease in the amount of said bond provided the amount of the bond or the bonds in no case shall be less than twenty thousand dollars. The liability of the surety shall not exceed in the aggregate the penal sum or sums stated in any such annual bond or bonds or in any endorsements giving effect to any such increase or reduction. The department may permit a substitution of a new bond or bonds for the bond or bonds which have been furnished and shall return the old bond or bonds to the self-insurer as soon as a new annual bond has been obtained.

(c) As a further guarantee of a self-insurer's ability to pay the benefits provided for by this chapter to injured employees, every self-insurer shall make arrangements satisfactory to the department, by reinsurance, to protect it from extraordinary losses or losses caused by one disaster.

Such reinsurance shall be in such amounts and form as the department may approve and shall be effected with a company as provided in section twenty of chapter one hundred and seventy-five, provided, the minimum amount shall be not less than five hundred thousand dollars. Such reinsurance shall provide that the use or disposition of any money received by a self-insurer or former self-insurer under any such reinsurance shall be subject to the approval of the department, and no such money shall be assignable or subject to attachment or be liable in any way for the debt of the self-insurer unless incurred under this chapter. The provisions of this paragraph shall not apply to common carriers by railroad which are subject to the provisions of the Federal Employers Liability Act.

(3) The department may make rules governing self-insurers, and may revoke or refuse to renew



the license of a self-insurer because of the failure of such self-insurer promptly to make payments of compensation provided for by this chapter, or for any other reasonable cause. Any person aggrieved by the action of the department in refusing to grant a license or in revoking, or refusing to renew, a license of a self-insurer under this section or by the action of the department in requiring an additional deposit or further security under subparagraph (a) of this section, or in requiring a further bond or security for an additional sum under subparagraph (b) of this section may demand a hearing before the department, and if, after said hearing, the department denies his petition, he may within ten days after receipt of a notice stating reasons for such denial, file a petition in the superior court for Suffolk county for a review thereof; but the filing of such a petition shall not suspend the action of the department unless a stay thereof shall be allowed by the justice pending a final determination by the court. The court shall summarily hear the petition and may make any appropriate order or decree.

(4)(a) The commissioner of insurance shall require each insurer issuing a policy under this chapter to offer, as a part of the policy or as an optional endorsement to the policy, deductibles, including reasonable small deductibles optional to the policyholder for benefits payable under this chapter. Deductible amounts offered shall be fully disclosed to the prospective policyholders in writing in amounts determined by the commissioner. The policyholder exercising the deductible option shall choose only one deductible amount.

(b) If the policyholder exercises the option and chooses a deductible, the insured employer shall be liable for the amount of the deductible for benefits paid for each compensable claim of work injury suffered by an employee or, at the option of the policyholder, an aggregate deductible as determined by the commissioner. The insurer shall pay all or part of the deductible amount, whichever is applicable, to a compensable claim, to the person or medical provider entitled to the benefits conferred by this chapter and then seek reimbursement from the insured employer for the applicable deductible amount. The payment or nonpayment of deductible amounts by the insured employer to the insurer shall be treated under the policy insuring the liability for workers' compensation in the same manner as payment or nonpayment of premiums.

(c) Optional deductibles shall be offered in each policy insuring liability for workers' compensation that is issued, delivered, issued for delivery, or renewed under this chapter on or after a date to be determined by the commissioner, unless an insured employer and insurer agree to renegotiate a workers' compensation policy in effect, so as to include a provision allowing for a deductible.

(d) Premium reductions for deductibles shall be determined by the commissioner of insurance.

(e) This subsection shall not apply to employers who are approved to self-insure against liability for workers' compensation or group self-insurance funds for workers' compensation established pursuant to the provisions of this chapter.

(f) The commissioner of insurance may promulgate regulations to enforce the provisions of this section.

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Return to:

**\*\* [Next Section](#) \*\* [Previous Section](#) \*\* [Chapter Table of Contents](#) \*\* [Legislative Home Page](#)**

MA 7403	Spencer, Andrew Duties: STATION AGENT	0			6,154
MA 7403	Stackpole, Victoria S. Duties: STATION AGENT	0	Lump Sum:	6,154	Adjustment: 0 24,649
MA 7403	Stewart Jr, James R Duties: Maintenance	0	Lump Sum:	24,649	Adjustment: 0 5,829
MA 7403	Trovato, Jessica Duties: STATION AGENT	0	Lump Sum:	5,829	Adjustment: 0 13,330
MA 7403	Vallejo, Thomas Jeff Duties: Maintenance	0	Lump Sum:	13,330	Adjustment: 0 58,016
MA 7403	Waine, Matthew Duties: STATION AGENT	0	Lump Sum:	58,016	Adjustment: 0 4,124
MA 7403	Wall, Michael Duties: Maintenance	0	Lump Sum:	4,124	Adjustment: 0 7,398
MA 7403	Wheless, Harlea Nuel Duties: Maintenance	0	Lump Sum:	7,398	Adjustment: 0 39,770
MA 7403	White, John C. Duties: Maintenance	0	Lump Sum:	39,770	Adjustment: 0 50,732
MA 7403	Willis, Rachel Ann Duties: STATION AGENT	0	Lump Sum:	50,732	Adjustment: 0 2,931
MA 7403	Wray, Norri Duties: STATION AGENT	0	Lump Sum:	2,931	Adjustment: 0 7,980
MA 7403	Zaremski, Christopher Duties: STATION AGENT	0	Lump Sum:	7,980	Adjustment: 0 3,573
MA 7405	Barnett, Karen M Duties: Flight Crewmember	0	Lump Sum:	3,573	Adjustment: 0 11,345
MA 7405	Baugh, Keith Duties: Flight Crewmember	0	Lump Sum:	11,345	Adjustment: 0 26,092
MA 7405	Cairney, Ryan L Duties: Flight Crewmember	0	Lump Sum:	26,092	Adjustment: 0 23,844
MA 7405	Christian, Anna Duties: Flight Crewmember	0	Lump Sum:	23,844	Adjustment: 0 30,885
MA 7405	Clark, Doug Duties: Flight Crewmember	0	Lump Sum:	30,885	Adjustment: 0 22,205
MA 7405	Dean, Steven Duties: Flight Crewmember	0	Lump Sum:	22,205	Adjustment: 0 16,412



Policy Number: 2680100

Audit Period: 12/01/2002 12/01/2003

Insured Name: COLGAN AIRWAYS

Policy Period: 12/01/2002 12/01/2003

Duties: Flight Crewmember				
MA 7405	Driscoll, Katherine	Lump Sum:	16,412	Adjustment: 0
	Duties: Flight Crewmember	0		7,506
MA 7405	Jurkiewicz, Richard John	Lump Sum:	7,506	Adjustment: 0
	Duties: Flight Crewmember	0		32,612
MA 7405	Kinzer, Jason	Lump Sum:	32,612	Adjustment: 0
	Duties: Flight Crewmember	0		15,824
MA 7405	Knabe, Scott	Lump Sum:	15,824	Adjustment: 0
	Duties: Flight Crewmember	0		23,341
MA 7405	Lewis, Devon	Lump Sum:	23,341	Adjustment: 0
	Duties: Flight Crewmember	0		22,691
MA 7405	McCracken, Robert	Lump Sum:	22,691	Adjustment: 0
	Duties: Flight Crewmember	0		38,879
MA 7405	Metten, Yvonne	Lump Sum:	38,879	Adjustment: 0
	Duties: Flight Att- TRAINEE	0		750
MA 7405	O'Brien, William E	Lump Sum:	750	Adjustment: 0
	Duties: Flight Crewmember	0		11,093
MA 7405	Smith, Daniel	Lump Sum:	11,093	Adjustment: 0
	Duties: Flight Inst- SIMULATOR/ CLASS	0		3,875
MA 7405	Stureman, Susan Dancer	Lump Sum:	3,875	Adjustment: 0
	Duties: Flight Crewmember	0		6,659
MA 7405	Willis, C Carson	Lump Sum:	6,659	Adjustment: 0
	Duties: Flight Crewmember	0		4,439
MA 7405	Wing, Frederick	Lump Sum:	4,439	Adjustment: 0
	Duties: Flight Crewmember	0		24,765
		Lump Sum:	24,765	Adjustment: 0
Total Classified				1,795,901
Time and 1/2 Overtime				
MA 7403	Almonacid, Teresa M.	Lump Sum:	0	Adjustment: 4,945
	Duties: STATION AGENT	0		
MA 7403	Armstrong, William B	Lump Sum:	0	Adjustment: 4,945
	Duties: STATION AGENT	0		1,093
MA 7403	Ayer, Ryan M	Lump Sum:	0	Adjustment: 1,093
	Duties: PARTS	0		775
MA 7403	Barry, Brian	Lump Sum:	0	Adjustment: 775
	Duties: Maintenance	0		11,676

**Employer's Report of Industrial Injury**

State of Massachusetts

Date: 04/18/2005

**General Information****Top Up Down**

Reference No.

Ref. No. / Branch - Case : 0000083988

Branch - Case

456 - 084835

Code

Origin : I - Internet

Description

Claim Services First Notice Of Loss

Handling Office : 456 - Claim Services Boston W C Handling Office

Claim or Notification

Report Purpose :

Employer / Insured Name : Colgan Air, Inc.

Claimant Name : Dean,, Yisel

Phone No.

Claimant Work Phone : (703) 368-8880

Extension

235

Carrier Name :

Policy No.

Policy No. : 002680100

Eff. Date

12/01/2002

Exp. Date

12/01/2003

Line of Business : Workers Compensation

Date

Date / Time of Injury : 08/26/2003

Time

3:38 P M

Reported By : Joan Simons

Title :

Phone No.

Work Phone : (703) 257-5999

Extension

Date

Date / Time : 08/27/2003

Start

06:32 P M

Stop

06:44 P M

**Insurance/Coverage  
Information****Top Up Down****Carrier Info :**

Carrier Name :

Carrier Address :

**Exhibit****11**

City, State, Zip Code : City State Zip Code

Carrier Phone : Phone No. Extension

Carrier FEIN :

**Policy Info :**

Pol. No. Eff. / Exp. Date : Policy No. 002680100 Eff. Date 12/01/2002 Exp. Date 12/01/2003

Mod., Prefix, Inv Mod Ind. : Module Policy Prefix Inv Mod Ind.

Annual Statement Co. : Code 013 Name COMMERCE AND INDUSTRY CO

Issuing Company : Code 107 Name COMMERCE & INDUSTRY INS CO

Division : Code 014

Major Class (MJC) : Code 014 Description Workers Compensation

**State Info :**

Coverage State(s) : ME, MA, NH, NY, PA, RI, VT, VA, WV, NY, NY

Acc., Bene., Hire State : Accident State Massachusetts Benefit State Massachusetts Hire State Massachusetts

***Employer/Insured  
Information***

**Top Up Down**

**Company Info :**

Company Name : Colgan Air, Inc.  
Address : 10677 Aviation Lane

City, State, Zip Code : City Manassas State Virginia Zip Code 201102701

**Local Business Info :**

Employer Name : COLGAN AIR  
Address :

10677 Aviation Lane

City, State, Zip Code :	City Manassas	State Virginia	Zip Code 20110
-------------------------	------------------	-------------------	-------------------

Phone No.	Extension
Phone : 703368880	0231

Fax No.
Fax : 703 3313116

Employer FEIN
FEIN : 541397506

Employer SIC	State Unemp. ID
SIC & SUI :	

Nature of Business
Nature of Business :

**Contact Info :**

Contact Person Name : Simons, Joan E

Title :

Address :

City, State, Zip Code :	City	State	Zip Code
-------------------------	------	-------	----------

Phone No.	Extension
Work Phone : (703) 257-5999	

**RMIS Info :**

Code	Description
Division :	

Code	Description
Location :	

Code	Description
Department :	

Code	Description
Section :	

***Employee Information***

Top	Up	Down
-----	----	------

**Personal Info :**

Employee Name : Dean,, Yisel

Social Security No. : 572-27-0673

Home Address : 841 S Main St, Apt #132

City	State	Zip Code
City, State, Zip Code : Euless	Texas	76040

Phone No.

Home Phone : (817) 545-6934

Date of Birth

Date of Birth / Age : 10/28/1964

Age

38

Gender

Gender, Marital Status : Male

Marital Status

Married

No. of Dependents

No. of Dep(s) &amp; Dep. Children : 2

No. of Dependent  
Children

0

**Work Info :**

Phone No.

Employee Work Phone : (703) 368-8880

Extension

235

Department

Reg. Dept., Status, Title :

Status

Regular

Job Title

Pilot/Po

NCCI Class Code

NCCI Class Code : 7403

Date of Hire

Date / State of Hire : 10/04/2002

State of Hire

Massachusetts

Supervisor Name :

Phone No.

Supervisor Phone :

Extension

**Wage Info :**

Wage Rate

Wage Rate, Per, or Other : 20.00

Per

Hour

or Other

Days Worked Per Week

No. of : 5.00

Hours Worked Per Day

19.00

Hours Worked Per  
Week

Average Weekly Wage  
Salary : \$ 375.00

Est. Annual Salary  
\$ 19500

Full Pay for Day of Injury : Y - Yes

Salary Cont. After Injury : N - No

Last Received Full Pay :

Time Began Work

Time Began Work  
Date / Time Of Loss :

Date Of Loss  
08/26/2003

Time Of Loss  
3:38 P M

Lost Time From Work :

Employer Notified

Date Employer Notified, 08/26/2003  
Date Administrator Notified,  
Return To Work Status :

Administrator Notified  
08/27/2003

Return Work Status  
O - Off Work

Last Day Worked

Last Day Worked,  
Date Disability Began :

Disability Began  
08/26/2003

Release To Work

Release To Work,  
Returned To Work,  
Work Days Lost :

Returned To Work  
Total Work Days  
Lost

### General Info:

Average Weekly Wage Is : A

### Occurrence Information

[Top](#) [Up](#) [Down](#)

### Accident Location Info :

Employer Premises : Y - Yes

Loss Location or Dept. : Barnstable Municipal Airport

Address : Hangar #2

City

City, State, Zip Code : Hyannis

State

Massachusetts

Zip Code

02601

County

County : Barnstable

### Incident Info :

Employee Activity at  
Time of Incident :



Work Process :

How Injury Occurred : Please call, still under investigation

Equip., Chem., Materials in Use :

	Required	Provided	Used
Safety Equip. Required, Provided, Used :			

**General Info:**Employer Representative Notified  
Name : Michael J Colgan

Loss Location Phone : 508 7718610

Was Employee Injured Doing Regular  
Occupation : Y

Did Worker Stop Work Immediately : Y

**Injury / Illness Info :**

	Fatality
Fatality / Date of Death :	Y - Yes

Date of Death
08/26/2003

	Code
Type of Injury / Illness :	DE

Description
Death

	Code
Part of Body Affected :	MB

Description
Multiple Body Parts : Multiple Body Parts

	Code
Cause of Injury :	MX

Description
Struck Or Injured By : Miscellaneous

**Treatment Info :**

	Authorized
Medical Treatment :	

Date Authorized
-----------------

	Code
Initial Treatment :	0

Description
No Medical

	Admitted to Hospital
Admitted to Hospital, Type of Facility :	N - No

Type of Facility
------------------

**Physician Info :**

Physician Name :

Address :

	City	State	Zip Code
City, State, Zip Code :			

Phone No.

Work Phone :

Phone No.

Home Phone :

**Managed Care Info :**

Branch No.

Branch Name

Branch No. and Name :

Managed Care Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Phone :

Fax No.

Fax :

**Hospital Info :**

Hospital Name :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Phone :

Med. Treatment Provided :

**Witness Info :**

Witness (1) Name :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Extension

Work Phone :

Phone No.

Home Phone :

Witness (2) Name :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Extension

Work Phone :

Phone No.

Home Phone :

Witness (3) Name :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Extension

Work Phone :

Phone No.

Home Phone :

### Other Information

[Top](#) [Up](#) [Down](#)

### Supplementary Info :

Prior Accident, Illness, Injury

Known Medical Condition

Pre-Existing Disabilities

Claimant Has : N - No

N - No

N - No

Please Explain :

Claimant Had  
Any Previous Workers'  
Comp or Group Disability Claims? :

Would You Consider Your  
[Claimant's] Job as Part  
of Management? :

Is Claimant a Member  
of Labor Union? :

CDI Flag : N - No

### Processing Information

[Top](#) [Up](#) [Down](#)

### Report Info :

Preparer's Name

Date Prepared

Preparer Name & Date Prepared : Joan Simons

08/27/2003

Title :

Address :

City

State

Zip Code

Phone No.

Work Phone :

Phone No.

Home Phone :

**Managed Care Info :**

Branch No.

Branch Name

Branch No. and Name :

Managed Care Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Phone :

Fax No.

Fax :

**Hospital Info :**

Hospital Name :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Phone :

Med. Treatment Provided :

**Witness Info :**

Witness (1) Name :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Extension

Work Phone :

Phone No.

Home Phone :

Witness (2) Name :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Extension

Work Phone :

Phone No.

Home Phone :

Witness (3) Name :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Extension

Work Phone :

Phone No.

Home Phone :

### Other Information

[Top](#) [Up](#) [Down](#)

### Supplementary Info :

Prior Accident, Illness, Injury

Known Medical Condition

Pre-Existing Disabilities

Claimant Has : N - No

N - No

N - No

Please Explain :

Claimant Had  
Any Previous Workers'  
Comp or Group Disability Claims? :

Would You Consider Your  
[Claimant's] Job as Part  
of Management? :

Is Claimant a Member  
of Labor Union? :

CDI Flag : N - No

### Processing Information

[Top](#) [Up](#) [Down](#)

### Report Info :

Preparer's Name

Date Prepared

Preparer Name & Date Prepared : Joan Simons

08/27/2003

Title :

Address :

City

State

Zip Code

City, State, Zip Code :

Phone No.

Extension

Work Phone : (703) 257-5999

Phone No.

Home Phone :

Primary 'To' Email Address : joansimons@colganair.com

Cc Email Address :

**General Info:**

Preparers Phone Area Code : 703

Preparers Phone Number : 2575999

**Status Info :**

Reference

Claim Reference No. : 0000083988

Branch - Case

Branch - Case No. : 456 - 084835

Ref. Abstraction Status : C - Abstracted

Claim Processing Status : O - Open

Reference Assigned

Date : 08/27/2003

Branch - Case Assigned

Date : 08/28/2003

Time : 06:52 P M.

Time : 12:03 P M

Code

Description

Origin Code / Description : I - Internet

Claim Services First Notice Of Loss

Assigned Handling Office :

159 - WC ATLANTA, GA  
Atlanta WC Service Center  
P.O. Box 3030  
Alpharetta, GA 30023-3030  
Tel. (770) 870-2300  
Tel. (800) 448-9707  
Fax (770) 870-2305  
WCATLROI@aig.com

Adjuster Name : Hulsey, Kim H

Adjuster Phone : 770-870-2300

Report generated on 04/18/2005 11:50 AM by Joan Simons

You may wish to use the browser's 'Print' button to make a copy of this page for your records.

[New Search](#)

[Search Results](#)



Colgan Air  
Wachovia Insurance Services  
PO BOX 75076  
Baltimore, MD 21275-5076

September 08, 2003

Ms. BRITTANY DEAN  
913 S MAIN STREET  
APT 250  
EULESS, TX 76040-

Dear Ms. DEAN

We are saddened to learn of the death of STEVEN T DEAN on 08/26/2003. We share in your loss.

Your Health Benefits Continuation Plan allows you to continue health benefits for yourself and your covered dependents, if any, for a period of up to 36 months from the Qualifying Event Date of 08/26/2003. Your coverage will begin on 09/01/2003, the first day after your coverage for the regular group health benefits ends. If you or qualified dependents were disabled at the time of your Qualifying Event Date, or become disabled within 60 days of that date, you may be eligible for an extension of eleven (11) months of coverage.

If you would like to continue receiving these benefits, please complete the enclosed Enrollment Form and return it to the address stated on the form no later than 11/06/2003.

The total premiums due are shown on the attached Premium Computation Form. In order to complete your enrollment you should pay the total premium due at the time you send in the Enrollment Form. However, you are allowed to delay the premium payment for up to forty-five days after you have signed, dated and submitted your Enrollment Form. Any claims submitted for expenses incurred following the date of the Qualifying Event may be held in suspense until all premiums which are due have been paid.

Future premiums are due each month thereafter, and should be mailed to reach us on or before the due date. Failure to meet premium payments by the due dates may terminate your participation in the Health Benefits Continuation Plan.

Please be aware that any break in continued coverage of more than sixty-three days may cause loss of coverage portability.

If you have questions, please contact the Wachovia Insurance Services COBRA Help Line at 1-877-274-0226. Or you may contact the COBRA Department via email at [cobra@cshusa.com](mailto:cobra@cshusa.com). Wachovia Insurance Services also has a new website: [www.cobra.cshusa.com](http://www.cobra.cshusa.com) where you may check your eligibility, payment, and benefit enrollment status.

Sincerely,

Wachovia Insurance Services COBRA Dept

Insurance Products

NOT A DEPOSIT	NOT FDIC INSURED	NOT BANK	MAY LOSE VALUE	NOT INSURED BY ANY FEDERAL
			GUARANTEED	
GOVERNMENT AGENCY				

## HEALTH BENEFITS CONTINUATION PLAN ENROLLMENT FORM

Colgan Air

PQB NAME: Ms. BRITTANY DEAN  
 ADDRESS: 913 S MAIN STREET  
 EULESS, TX 76040-

TELEPHONE:

EMPLOYEE: STEVEN T DEAN

064-80-2643

BRANCH:

QUALIFYING EVENT: Death

EFFECTIVE DATE 09/01/2003

## LIST ELIGIBLE PERSONS TO BE COVERED: (PERSONS PREVIOUSLY COVERED ONLY)

<u>NAME LAST</u>	<u>FIRST</u>	<u>MIDDLE</u>	<u>STUDENT STATUS?</u>	<u>BIRTH DATE</u>	<u>SEX</u>	<u>SOCIAL SECURITY #</u>

<u>Plan Description</u>	<u>Coverage Level</u>	<u>Premium</u>
BCBS PPO Anthem	PQB ONLY	\$218.27
Total Monthly Premium:		\$218.27

I HEREBY REQUEST ENROLLMENT IN THE HEALTH BENEFITS CONTINUATION PLAN FOR MYSELF AND ELIGIBLE QUALIFIED DEPENDENTS LISTED ON THIS FORM AND AGREE TO PAY THE PREMIUM AS REQUIRED. I UNDERSTAND THAT THESE RATES ARE SUBJECT TO CHANGE AT THE PLAN'S ANNUAL RENEWAL DATE AND THAT THIS MAY RESULT IN A RETROACTIVE INCREASE IN MY PREMIUM PAYMENT. I ALSO UNDERSTAND THAT CONTINUATION COVERAGE WILL TERMINATE UNDER SEVERAL CIRCUMSTANCES, INCLUDING, BUT NOT LIMITED TO: LATE OR NON-PAYMENT OF PREMIUMS, THE DATE I (OR A CONTINUED DEPENDENT) BECOME COVERED UNDER ANOTHER GROUP HEALTH/DENTAL PLAN, THE DATE I BECOME ENTITLED TO MEDICARE, OR ON THE DATE ON WHICH THE GROUP HEALTH/DENTAL PLAN ENDS. I ALSO UNDERSTAND THAT IF I WAS DISABLED AT THE TIME OF MY QUALIFYING EVENT, I MAY BE ELIGIBLE FOR CONTINUATION COVERAGE AND FINALLY, THAT ANY BREAK IN CONTINUED COVERAGE OF MORE THAN SIXTY-THREE (63) DAYS MAY CAUSE LOSS OF COVERAGE "PORTABILITY".

DATE: \_\_\_\_\_

Signature of Ms. BRITTANY DEAN \_\_\_\_\_

NOTE: In order to be enrolled in the Health Benefits Continuation Plan this ENROLLMENT FORM must be received no later than 11/06/2003.

Please send completed form to:

Wachovia Insurance Services  
 PO BOX 75076  
 Baltimore, MD 21275-5076

## PREMIUM COMPUTATION FORM

September 08, 2003

Colgan Air  
 Wachovia Insurance Services  
 PO BOX 75076  
 Baltimore, MD 21275-5076

Principal Qualified Beneficiary:  
 Ms. BRITTANY DEAN  
 064-80-2643

The Health Benefits Continuation Plan requires you to pay premiums according to the schedule shown below. The premium for the first partial month, if applicable, has been calculated for the remaining number of days in the month the Qualifying Event occurs.

Subsequent premiums are due each month, as shown. You must pay all initial premiums due within forty-five days of the day you sign and date the Enrollment Form.

Your Qualifying Event Date: 08/26/2003

Your Last Enrollment Date: 11/06/2003

Plan Description	Coverage Level	Premium
BCBS PPO Anthem	PQB ONLY	\$218.27
Total Monthly Premium:		\$218.27

Schedule Of First Payment	Premium
Amount Due if Enrollment Form Signed And Received In Our Office: 09/30/2003	\$218.27
Amount Due if Enrollment Form Signed And Received In Our Office: 10/31/2003	\$436.54
Amount Due if Premium Paid By.....: 11/30/2003	\$654.81
Amount Due if Premium Paid By.....: 12/31/2003	\$873.08

Premiums must be paid by check or money order and made payable to Wachovia Insurance Services. PLEASE DO NOT SEND CASH.

Send payments to:

Wachovia Insurance Services  
 PO BOX 75076  
 Baltimore, MD 21275-5076

02257 CL

US AIRWAYS IS COLLECTING INFORMATION REQUIRED FOR THE 2003 TRAVEL YEAR WHICH BEGINS JANUARY 1 AND ENDS ON DECEMBER 31, 2003. CAREFULLY REVIEW ALL THE INFORMATION LISTED BELOW FOR ACCURACY AND RETURN THE SIGNED APPLICATION TO YOUR PASS DEPARTMENT BY THE ESTABLISHED DEADLINE.

**\*\* PLEASE PRINT ALL ENTRIES CLEARLY. \*\***

**\*\*IMPORTANT\*\* ALL EMPLOYEES MUST SUBMIT AN APPLICATION AND PAY AN ANNUAL ADMINISTRATIVE FEE TO RECEIVE ANY TYPE OF TRAVEL PRIVILEGES. TERM PASS FEES ARE LISTED ON THE ANNOUNCEMENT LETTER. ALL FEES ARE NON-REFUNDABLE.**

02257 CL  
STEVEN T DEAN  
913 S MAIN ST  
APT 250  
EULESS TX 76040

OUR RECORDS INDICATE THAT THE FOLLOWING FAMILY MEMBERS ARE CURRENTLY ELIGIBLE FOR THE TRAVEL PRIVILEGES, WHICH ARE LISTED NEXT TO EACH NAME. ELIGIBLE FAMILY MEMBERS NOT LISTED BELOW WILL BE INELIGIBLE FOR TRAVEL.

NAME FIRST	MI LAST	BIRTHDAY	RELATION	TRAVEL TYPE
STEVEN	T DEAN	10/28/64	EMPLOYEE	TP
YISEL	M DEAN	01/10/75	SPOUSE	TP
BRITTANY	M DEAN	12/24/94	CHILD	TP

PLEASE MAKE CHANGES TO YOUR EXISTING TRAVEL PRIVILEGES/FAMILY MEMBERS OR ADDRESS DIRECTLY ON THIS APPLICATION. IF ANY ITEMS ARE MISSING, I.E. BIRTH DATE, PLEASE COMPLETE. PLEASE ADD/CHANGE/DELETE FAMILY MEMBERS BY CROSSING OFF OR ADDING NAMES, BIRTH DATES, RELATIONSHIP TO EMPLOYEE AND TRAVEL TYPE DESIRED (TP OR SC) NEXT TO EACH NAME. FOR EACH DEPENDENT LISTED YOU WILL BE REQUIRED TO ATTACH A DEPENDENT ELIGIBILITY FORM (ALC-16) AND REQUIRED EVIDENCE OF DEPENDENT ELIGIBILITY (CHECK EMPLOYEE TRAVEL MANUAL FOR EVIDENCE REQUIREMENTS). EMPLOYEES ADDING A SPOUSE OR DOMESTIC PARTNER FOR THE FIRST TIME MUST SUBMIT A COPY OF THEIR MARRIAGE CERTIFICATE OR DOMESTIC PARTNER PAPERWORK.

"I CERTIFY THAT ALL PERSONS LISTED ON THIS APPLICATION MEET THE ELIGIBILITY REQUIREMENTS AND ACCEPT THE CONDITIONS OF TRAVEL AS OUTLINED IN THE EMPLOYEE TRAVEL MANUAL. WHERE APPLICABLE, I AGREE TO PAY FOR ALL FEES." FALSIFICATION OF INFORMATION LISTED ON THIS APPLICATION WILL BE CAUSE FOR SUSPENSION OF TRAVEL PRIVILEGES AND POSSIBLE TERMINATION.

\*\*\*\* UNSIGNED APPLICATIONS WILL NOT BE PROCESSED \*\*\*\*

SIGNATURE Steven T. Dean DATE OF APPLICATION 12-17-02  
TOTAL TERM PASS FEES \$ 80.00 + \$5.00 ANNUAL ADMINISTRATION FEE = \$ 85.00

Exhibit

13

# **COLGAN AIR, INC.**



## **EMPLOYEE HANDBOOK**

## **SECTION I.**

- **WELCOME**
- **INTRODUCTION**
- **RESPONSIBILITY**
- **OPERATIONAL GOALS**
- **EQUAL OPPORTUNITY EMPLOYMENT**
- **HARASSMENT POLICY**
- **REPORTING VIOLATIONS**
- **STATUS OF EMPLOYMENT**



To New Colgan Air Employees:

WELCOME, to Colgan Air, Inc. We are pleased to have you with us and very happy that you have selected our company as your employer. We pride ourselves in hiring only the finest people to represent our company.

During your career with us you will be our representative and each time you meet one of our passengers or a member of the public, you will be representing Colgan Air.

This manual contains the details of our Employee Handbook. I hope that you will read it and familiarize yourself with it. If you have any questions, please do not hesitate to call Mary Finnigan, Vice President, Marketing and Personnel.

There is one point I would like to emphasize with all of the employees and that is Colgan Air does not pay your salary - our passengers do - we only sign the check. Always keep this in mind when you are dealing with our passengers; without them we would not be in business. We know that you will provide them with excellent service.

Again, welcome aboard. We hope that your career with us will be a long and fruitful one.

Sincerely,

Charles J. Colgan  
Chairman of the Board

Revision  
May 2001

## INTRODUCTION

Colgan Air Inc. believes its most important asset is its employees. This Employee Handbook has been established to help employees do their jobs. It is important that every employee be familiar with the policies in this handbook.

This Employee Handbook is provided only for informational purposes. Although Colgan Air Inc. believes in the policies, practices, and procedures described in this manual, they are not conditions of employment and are not intended to create nor are they to be interpreted to create a contract between the Company and any of its employees. The Company reserves the right at any time, with or without notice, to suspend, interpret, discontinue or change any or all such policies, practices, or procedures.

Colgan Air Inc. and its employees have an employment relationship, which is known as employment at will. This means that either the Company or an individual employee has the right to terminate the employment relationship at any time for any reason or for no reason at all. It is Colgan Air Inc.'s goal to see that each employee is treated fairly, equally, and respectfully. Each employee is considered an important part of the Company. Employees should feel free to discuss the contents of this handbook with either their supervisor or the Vice President, Marketing and Personnel.

## RESPONSIBILITY

- It is the responsibility of each Manager/Supervisor to ensure that these procedures are administered appropriately.
- Employees are responsible for familiarizing themselves with the content of this handbook and abiding by these policies.
- The Personnel Department is available to assist with the interpretation and application of these policies.

## OPERATIONAL GOALS

### Safety

Our primary goal is to provide 100% safe transportation for our customers. Safety is the first priority of Colgan Air. No other value or goal has priority over safety. For safety or concern questions, call Colgan Air's **Safety First** line at 1-800-366-3851.

### Reliability

Reliability means always flying all of our scheduled flights, and always being on time. The success of an airline is predicated on safety and reliability. The public measures the quality of an airline by its reliability.

### Reputation

A positive reputation is an airline's best marketing tool. Factors that contribute to a positive reputation include clean aircraft and stations, on-time performance, professional performance, timely correction of any irregularities, and most of all, friendly, helpful people. These are the keys to building the best reputation in the regional airline industry. Remember: Passengers make our paychecks possible.

### Appearance

The appearance of our aircraft, our stations, and equipment tells our passengers a great deal about our company. Our passengers see a clean aircraft as a well-maintained aircraft. A professional appearance by our employees is extremely important. Please always keep your personal appearance and the appearance of our company foremost in your mind.

## EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Colgan Air Inc. to provide Equal Employment Opportunities to all applicants for employment. Equal Employment Opportunities are also provided to employees throughout their careers with this Company - beginning with selection and placement, through training and development, compensation, transfer, promotion and all others conditions and privileges of employment. Equal Employment Opportunity shall be without regard to race, color, religion, sex, age, marital status, disability, sexual orientation or national origin.

## HARASSMENT POLICY

We at Colgan Air share a common belief that each of us should be able to work in an environment free of discrimination, and any form of harassment, based on race, color, religion, age, sex, pregnancy, national origin, disability, marital or other protected status.

To help ensure that none of us ever feel we are being subjected to harassment, and in order to create a comfortable work environment, Colgan Air prohibits any offensive physical, written or spoken conduct regarding any of these items, including conduct of a sexual nature. This includes:

1. Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact, unless it is welcomed.
2. Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectation, pressures or requests for any type of favor, including a sexual favor (this includes unwelcome requests for dates) whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequence concerning your employment status.
3. Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that, which is sex-oriented and considered unwelcome. This includes comments about our national origin, race, age, body, disability or appearance, where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive; or tasteless, sexually oriented comments, innuendos, epithets, slurs, negative stereotyping or actions that offend.
4. Any type of sexually oriented conduct or other prohibited form of harassment that would unreasonably interfere with our work performance. This includes extending unwanted sexual attentions to someone whether or not it reduces that person's productivity or time available to work at assigned tasks.

Revision  
May 2001

5. Creating a work environment that is intimidating, hostile, abusive or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions, whether sexually oriented or otherwise prohibited form of harassment.
6. The distribution, display or discussion of any written or graphic material, including calendars, posters, cartoons, or names, that denigrates or show hostility or aversion toward an individual or a group because of race, color, religion, age, sex, pregnancy, national origin, disability, marital or other protected status.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are acceptable to and welcomed by parties are not considered to be harassment, including sexual harassment.

### **REPORTING VIOLATIONS**

If anyone believes they are being subjected to any of these forms of harassment, or believes they are being discriminated against because other employees are receiving favored treatment in exchange, for example, for sexual favors, we must bring this to the attention of appropriate persons in management. The very nature of harassment makes it virtually impossible to detect unless the person being harassed registers his or her discontent with Colgan Air Management. Consequently, in order for Colgan Air to deal with the problem, we must report such offensive conduct or situations to the Immediate Supervisor, or the Vice President, Marketing and Personnel, Mary Finnigan at 703-331-3102.

A record of the complaint and the findings will become a part of the complaint investigation record and the file will be maintained separately from the employee personnel files.

It is understood that any person electing to utilize this complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action. Colgan Air will not take action against an employee who makes a good faith report of inappropriate conduct. If you are unsatisfied with the attention your report receives, contact Mike Colgan, President at (703) 331-3101. While reporting such problems may be a difficult personal experience, allowing harassment activities to continue will most certainly lead to a less desirable outcome.

## **STATUS OF EMPLOYMENT**

### **Full Time Employment**

A full time employee is one who works more than 29 hours per week, for 5 or more months during the year.

### **Part Time Employment**

A part time employee is one who works less than 29 hours per week. Part time employees are not entitled to any benefits such as sick leave, vacation leave, and group insurance or paid holidays.

### **Change from Full Time to Part Time Employment**

An employee who changes from Full Time to Part Time will no longer be eligible for Full Time benefits. However, they will retain any sick leave they have accrued and any vacation will be paid out to them at the time they become Part Time.

### **Part Time to Full Time**

A Part Time employee who becomes Full Time will become eligible for benefits after waiting periods from the date he/she becomes Full Time.



## **SECTION II.**

- **PERSONNEL FILES**
- **CONFIDENTIALITY OF COMPANY AFFAIRS**
- **DIVULGENCE OF INFORMATION**
- **ELECTRONIC COMMUNICATIONS**
- **GENERAL REGULATIONS**
- **TAPING / EAVESDROPPING**
- **REGULATORY COMPLIANCE**
- **COLGAN AIR ANTI-DRUG AND ALCOHOL POLICY**
- **I.D. CARDS**

## **PERSONNEL FILES**

The purpose of personnel files is to maintain an accurate record of each employee's history and current employment status with Colgan Air. Company forms, documents and correspondence relevant to an employee's status are maintained and protected in the permanent file.

Each employee has the responsibility of ensuring that his or her records are current. The Personnel Department must be notified of any changes to the following:

1. Name
2. Address
3. Telephone Number
4. Dependents
5. Marital Status
6. Insurance Beneficiary
7. Health Insurance Status
8. Contact in Case of Emergency
9. Withholding Tax Information (W-4)

The records maintained in the personnel file are company property. Employees wishing to review their records must make prior arrangements with the Personnel Department.

## **CONFIDENTIALITY OF COMPANY AFFAIRS**

It is the policy of Colgan Air that employees are not to make verbal or written statements or displays concerning Company affairs to anyone outside the Company. This includes representatives of the written press, radio and television, attorneys, investigators, government agency representatives or other airline's employees, without first obtaining the Company's consent to do so. Frequently, a statement made without full knowledge of the situation is misleading. Such statements can result in legal liability to the Company. Public appearances or statements in the media or public forums, which are identified or attributed to Company personnel, are prohibited without prior Company authorization.

## **DIVULGENCE OF INFORMATION**

Employees shall respect the private status of all Company business and shall not reveal to any unauthorized person(s) the nature or contents of any form of conferences or meetings pertaining to Company affairs.

This policy prohibits employees from disclosing any business information to persons outside the organization. No information should be communicated in any manner without prior consent of the Company.

Original  
June 2000

We reiterate the Company's commitment to upholding and enforcing these confidentiality policies. Violations of confidentiality policies will be addressed promptly and could result in disciplinary action, including termination of employment.

Only the President, Executive Vice President, Vice President of Marketing and Personnel or persons directed to do so by them are authorized to make statements concerning company policies or activities to the public or the press. Any proposed release or statement must be cleared through them.

### **ELECTRONIC COMMUNICATIONS**

Electronic Communications, including computer files; voice mail and email are not considered private. The Controller maintains all employee passwords. If a password is changed the controller must be notified immediately. Company email addresses are to be used for *business only* not as an employee's personal email address.

### **TAPING / EAVESDROPPING OF CONVERSATIONS**

It is the policy of Colgan Air, Inc. ("Colgan" or the "Company") to encourage open communications among our employees and between employees and management. To facilitate such open communications, and to prevent the chilling effect that may occur if employees are permitted to tape or secretly record or surreptitiously listen in on any conversation or communication, and to ensure compliance with applicable federal, state, and local wiretapping, eavesdropping, and privacy laws, Colgan has instituted the following policy:

Without the prior written authorization of the Vice President, Marketing & Personnel, no employee may openly or secretly tape or otherwise surreptitiously record, or videotape, any conversation, communication, activity, or event. This prohibition applies to any conversation, communication, activity, or event which in any way involves the Company or employees of the Company or any of our subsidiaries or affiliate companies, or any customers or clients, or any other individual with whom the Company is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, independent contractors). This policy also applies to conversations and communications with any other third parties unrelated to the Company including, but not limited to, outside legal counsel, auditors and regulatory officials.

"Taping" and "Recording" under this policy includes the taping or recording of any conversation or communication, regardless of whether the conversation or communication is taking place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (e.g., as with a tape recorder, video recorder, mechanical recording, or wiretapping

equipment), and regardless of where the conversation or communication takes place, i.e. whether on or off the Company's premises.

"Taping" and "Recording" as used in this policy does not include any lawful taping and recording engaged in by an employee on the employee's own time, with the employee's own equipment, away from the Company's place of business, and which does not involve in any manner whatsoever, directly or indirectly, the business or activities of the Company, or any of its employees.

No employee may eavesdrop on the conversations or communications of other employees or non-employees in accordance with the same standards set forth above.

From time to time the Company may tape, record, videotape, or otherwise monitor conversations or other communications between employees and/or between employees and non-employees for legitimate business purposes. Generally, employees will be notified when such taping or recording occurs, in accordance with applicable laws and sound employee relations principles. Under certain circumstances, however, notice may not be given, such as where the Company is conducting an investigation into allegedly unlawful or unethical activities, in conjunction with regulatory or other enforcement authorities.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including termination of employment. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable federal, state, or local laws.

If any employee has any questions or concerns regarding whether any contemplated taping or recording would violate this policy, he or she should discuss the matter with the Vice President Marketing and Personnel before engaging in any such activities.

### **GENERAL REGULATIONS**

- Personal long distance calls made from company phones or company phone lines are not permitted. Company toll free numbers are for business use only.
- Firearms or weapons of any type are not permitted on property that is leased, rented, or owned by Colgan Air.
- Company supplies are to be used for their intended job related use only. Company supplies are not for personal use, and should not be removed from Colgan Air premises unless authorized.

Revision  
May 2001

- Personal use of Company supplies, or the unauthorized removal of Company supplies from Company premises is considered to be theft, and will result in disciplinary action up to and including termination.
- Colgan Air aircraft, headquarters, airport offices, ticket counters, gates and ramp areas are smoke-free.
- Certain positions require employees to transport passengers or drive on other company business. These employees must have a valid driver's license and be willing to drive.
- Any employee receiving a parking or traffic violation while operating a Colgan Air company vehicle is required to report it to their supervisor on duty immediately. Employees are responsible for paying all fines if they are at fault (i.e. speeding).
- Maintenance, cleaning, and repairs of personal automobiles and other personal equipment is not permitted in Colgan Air maintenance facilities.
- Any employee involved in a vehicle accident while driving a company car is required to report it immediately to their immediate supervisor.
- Employees are not authorized to charge meals, phone calls, movies or other incidentals to the Company while traveling on Company business. Room and tax only may be charged to our direct bill hotel accounts.
- All company property and facilities are to be used solely for company business. Non-employees shall not be permitted access to company property at any time to solicit for any cause or to distribute material or literature of any kind for any purpose.
- All mail delivered to any of the Colgan Air offices will be considered the property of Colgan Air.
- All bulletin boards, office and cubical walls are the exclusive property of Colgan Air who reserves the right to control all postings on said property.
- All computer hardware, software, and operating systems are the property of Colgan Air and as such should not be used for personal use. Programs shall not be loaded on company computers without the permission of the designated Manager of Information Systems.
- Colgan Air understands it may be necessary for employees to commute, however, in no way will commuting be deemed a mitigating factor in an employees schedule, punctuality and demeanor. All employees will be fully accountable for

Revision  
May 2001

- On time appearance at their base (for their shift). Any and all expenses incurred because of commuting will be the responsibility of the employee.
- The use of profanity will not be tolerated.
- Employees may not take any company documents (original or copies) off Colgan Air premises without written permission of the President or Vice President, Marketing and Personnel.

### **REGULATORY COMPLIANCE**

Local, state and federal law and regulations govern our company and its airline operation. Every employee must be knowledgeable of these legal requirements and comply with them. Any violation of the law or governing regulations by an employee is a violation of company policy, and disciplinary action, up to and including termination will be taken. Colgan Air, Inc. company manuals required by FAA or DOT regulation are considered part of this regulatory group and must be strictly complied with. Any knowledge of an apparent violation must be reported

Revision  
May 2001



### COLGAN AIR ANTI-DRUG AND ALCOHOL POLICY

We believe in our employees and do not think that there is a substance abuse problem in our company. However, to maintain our status as a responsible employer and continue reliable service to our customers, any location where company business is being conducted is hereby declared to be a drug and alcohol free work place. This means that our employees cannot manufacture, distribute, dispense, have with them, or use any illegal or controlled substance including, but not limited to, marijuana, cocaine, opiates, amphetamines, phencyclidine or alcohol. The purchase or use of controlled substances will not be tolerated. No one shall report to work while under the influence of drugs or alcohol. **Federal Aviation Regulations govern alcohol and drug use by Safety Sensitive Employees. These regulations must be strictly followed.**

Pre-employment testing of an individual is required only prior to the **first** time the individual performs a safety sensitive function. If an employee is out of the drug testing pool for any length of time (such as a seasonal pilot), the individual is not required to submit to pre-employment testing prior to returning to work. An employer must have proof that the employee had a negative test result prior to the employee performing a covered function.

As mandated by Federal Aviation Regulation (FAR), Colgan Air will test certain groups of employees for alcohol/drugs of abuse (marijuana, cocaine, opiates, amphetamine, phencyclidine, and alcohol) under specific circumstances. Employees to be tested include: pilots, flight attendants, ground security coordinators, security screeners, dispatchers, mechanics, and any other position claimed to be safety/security sensitive and defined in the Federal Aviation Regulations.

Employees who perform safety/security sensitive work will participate in the comprehensive anti-drug and alcohol program, which will include education and random drug testing. This program will be implemented by a FAA approved consortium. Colgan Air will provide employee and supervisor training for the anti-drug/alcohol program. Supervisors are required to have annual recurrent training for the anti-drug program.

Any employee who violates the anti-drug or alcohol policy will be terminated. This includes refusal to take or failure to complete a drug/alcohol test, or by testing positive for drugs and/or alcohol (0.02 or Greater).

We are required to notify the FAA *within 5 working days* of any instance in which a 14 CFR part 61, part 63, or part 65 airman certificate holder **refused** to submit to a required drug test (generally, this applies to individuals who perform flight crewmember, flight instruction, aircraft dispatcher, aircraft maintenance, or air traffic control duties).

Any employee who receives 2 verified positive drug/alcohol tests with a concentration of .04 or greater conducted after September 19, 1994, is permanently precluded from performing the safety duties that the employee was performing at the time of the second verified test. Any employee who has engaged in prohibited drug use during the performance of safety-sensitive duties (even once) is permanently precluded from performing that duty.

Colgan Air will maintain all records pertaining to the drug/alcohol testing program in a secured file. Information will not be released to third parties unless specifically directed to do so by the employee.

Colgan reserves the right to conduct non-D.O.T. drug and alcohol testing under the following circumstances: Reasonable Cause/Reasonable Suspicion. This testing would apply to all employees.

Post-accident drug and alcohol testing will be conducted using the same procedures in place for D.O.T. Testing, i.e. urine specimen collection and breath alcohol.

Only the President or the Executive Vice President can authorize a non-D.O.T. test.

Our clients and passengers expect us to maintain a drug-free work place. Colgan Air has contracted with an FAA approved consortium to administer our anti-drug and alcohol program. This consortium provides the maximum protection for our employees as well as the necessary training program to cover the dangers of drug/alcohol abuse and identify how a substance abuse problem is a compulsive disease that can be rehabilitated and it strongly urges individuals with a substance abuse problem to seek and get help for themselves. Any questions on the policy or testing program should be directed to the Colgan Air Anti-Drug and Alcohol Manager, Benita Meyer at (703) 368-8880 ext 256. All questions will be kept in strict confidence.

Revision  
May 2001

**I.D. CARDS**

The US Airways Express, I.D. card, and perhaps an airport I.D. (if required) card as well, are required by federal regulation. They are a mandatory uniform item. I.D. cards must be worn on the outer most garment above the waist. Failure to properly display the required I.D. cards may result in a civil penalty. Failure of an employee to display the proper I.D. cards will result in disciplinary action up to and including termination of employment.

I.D. cards are the property of the company (or the airport, if required) and must be returned to the company immediately upon resignation or termination of employment. Failure to do so will result in the sum of \$100.00 in liquidated damages being withheld from your final paycheck. Employees that require airport badges in addition to the US Airways Express I.D. badge are personally responsible to the airport for any penalties imposed for lost badges or failure to return a badge upon leaving the airport assignment.

Colgan Air is required to report any individual who does not return their I.D. to the F.A.A. I.D. BADGES ARE SERIOUS BUSINESS!

## **SECTION III.**

- **GROUP MEDICAL INSURANCE**
- **PREMIUM ONLY PLAN (POP)**
- **LIFE INSURANCE**
- **401K PLAN**
- **UNEMPLOYMENT COMPENSATION**
- **WORKER'S COMPENSATION**

### GROUP MEDICAL INSURANCE

Full time employees are eligible for medical coverage on the first of the month following their date of full time employment. \* Eligible employees who do not wish to enroll in the program will be requested to sign a decline to participate form. **If at a later date, an employee elects to enroll in the program, you may only do so during open season.** More information may be obtained from the Personnel Department.

Example:

Your hire date 1-5-01

Your eligibility date 2-1-01

Your effective date 2-1-01\*

**\*Provided the employee has completed the appropriate enrollment form and returned to the Personnel Administrator at least 2 business days prior to your eligibility date. It is the employee's responsibility to provide the Personnel Administrator with the completed enrollment form.**

Voluntary Dental Insurance - all full time employees are eligible for Dental Coverage. Effective dates follow the Health Benefits effective dates. \* See example above.

More information may be obtained from the Personnel Department. It is the employee's responsibility to complete the appropriate paperwork and return it to the Personnel Department.

### PREMIUM ONLY PLAN (POP)

The Premium Only Plan allows employee payroll deductions for group insurance premiums to be taken before taxes instead of after taxes. By participating you could save 30% of the amount you spend on group insurance premiums. The extra money you put in your pocket comes from not having to pay Social Security and Federal Income taxes on your premium deductions.

### LIFE INSURANCE

Full time employees are eligible for life insurance on the first of the month following their date of full time employment, subject to insurance carrier approval of the applicant in the amount of \$25,000. Eligible employees who do not wish to enroll in the program will be requested to sign a decline to participate form. If at a later date, an employee elects to enroll in the program, they are subject to health questionnaire and insurance carrier approval.

#### **Example:**

Your Hire date	1-5-01
Your eligibility date	2-1-01
Your effective date	2-1-01

Further information can be obtained from the Personnel Department. It is the employees responsibility to complete the appropriate paperwork and return it to the personnel administrator

### 401(K) PLAN

All employees are eligible to take advantage of Colgan Air's 401K plan after 12 months of continuous employment. The 401(K) plan allows you to save for the future with money contributed from your paycheck before income taxes are withheld. This plan is administered by the Controller.

### UNEMPLOYMENT COMPENSATION

Colgan Air pays all of the costs for this program. No contribution is made by the employee.

### WORKER'S COMPENSATION

Employees are protected under the provisions of worker's compensation insurance at no cost to the employee. In the event an employee is injured on the job, the employee is required to report it immediately to the Supervisor on duty. The Supervisor must then report the accident to the Workers Comp Administrator within 24 hours. A "Personal Injury" form must be completed.

## **SECTION IV.**

- **PAYDAY**
- **OVERTIME**
- **VACATION**
- **SICK LEAVE**
- **HOLIDAYS**
- **EXTENDED LEAVE WITHOUT PAY**
- **BEREAVEMENT LEAVE**
- **MILITARY LEAVE**
- **FAMILY & MEDICAL LEAVE ACT OF 1993**
- **JURY DUTY**
- **LUNCH BREAK**
- **DRESS CODE**
- **SHIFT TRIP TRADES**
- **RELOCATION**
- **TRAVEL EXPENSES**
- **TRAINING**
- **AIRLINE PASS PRIVILEGES**
- **EVALUATION**
- **FURLOUGH/LAY-OFF**
- **SEPARATION**
- **RECEIPT OF COLGAN AIR EMPLOYEE HANDBOOK**



### PAYDAY

The company pays employees on the 1st and 15th of each month. In the event the 1st or 15th falls on a Saturday, we pay on the Friday before. If the 1st or the 15th falls on a Sunday, we pay on the Monday following.

### OVERTIME

Hourly employees who at the Company's request, work in excess of forty hours in a workweek, will be paid at time and a half for those hours actually worked over forty hours.

Vacation, sick leave, travel time, and training hours will not be used in the calculation of overtime. Hours worked for another employee as a result of a trade will be paid at a straight time rate.

All overtime must be approved by a supervisor/manager and an overtime authorization form must be submitted to accounting.

### VACATION

An employee is not entitled to paid vacation during the first year of employment. After their one-year anniversary, an employee will receive 5 days paid vacation per year. After two years, an employee will receive 10 days per year. An employee earns 15 days vacation after four years of employment. Full time employees working less than 40 hours per week will accrue and be paid vacation based on average hours worked.

An application for Leave Form must be completed and signed by the employee and supervisor. This form must be submitted to the Personnel Department prior to the last day of the pay period in which that vacation occurred.

Vacation is not normally accrued. Excess vacation will be dropped, as of your anniversary date and leave records will be adjusted accordingly. Employees will not be paid for dropped vacation. If an employee has an approved vacation cancelled due to a need of the company and that vacation cannot be reasonably rescheduled and taken prior to the employees' anniversary date, then the employee may apply to have those vacation days carried forward to the next year. Vacation will not be paid out. Vacation time will not be used in the calculation of overtime pay. Vacation pay will be based on the employee's base pay. If employees have a balance of vacation due them, they will be paid for that leave time at separation, **provided two weeks notice is given. If two weeks notice is not given, employees will not be paid for accrued vacation leave.**

Employees who separate prior to their one-year anniversary are not entitled to any vacation pay.

## HOLIDAYS

For full time personnel, the company recognizes six national holidays.

NEW YEARS DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
THANKSGIVING DAY  
CHRISTMAS DAY

Because of the requirement to operate on holidays, it may be necessary for an employee to work. Full time employees will receive 8.0 hours pay for the holiday. In the event that a full time employee is required to work on a holiday, they will receive pay for actual hours worked. Management personnel may take another day off for a holiday worked.

Part-time employees are not entitled to holidays. However, if they work on a holiday, they will receive time and one half for actual hours worked.

In the event a holiday falls on a Saturday or Sunday, for full time Employees we will observe the holiday on the same day as the Federal Government. However, part-time employees who work on the holiday will receive time and one half for actual hours worked.

For Example, December 25, Christmas Day is on a Saturday and Friday, December 24 is the Federal holiday. The part time employees who work 24<sup>th</sup> will receive straight time and the part-time employees who work on December 25 will receive time and one half.

Flight crewmembers refer to the Flight Crewmember Policy Handbook.

## SICK LEAVE

After ninety days of employment, all full time employees will accrue paid sick leave on the basis of one half day per month (4 hours). Full time employees working less than 40 hours per week will accrue and be paid sick leave based on average hours worked. A maximum of thirty (30) days sick leave can be accrued. Unused sick leave will not be paid upon separation. Colgan Air Inc. reserves the right to request a doctor's note. Sick leave will not be used in the calculation of overtime pay. Sick leave may not be used for routine doctor and dental appointments. Employees may use up to 5 days (40 hours) of sick leave per year (based on their anniversary date) for illness of an immediate family member (child, spouse, parents of employee). If additional time off is needed, employees may use accrued vacation or leave without pay as approved by their immediate supervisor.

Original  
June 2000

The company reserves the right to require verification of the illness. Please remember, sick leave is a privilege not a benefit. Do not abuse it.

An Application for Leave Form must be completed and signed by the employee and supervisor. This form must be submitted to the Personnel Department prior to the last day of the pay period in which that sick leave occurred. The Application for Leave Form must also be submitted for part time employees for record keeping purposes.

Flight crewmembers refer to the Flight Crewmember Policy Handbook

#### **EXTENDED LEAVE WITHOUT PAY (LWOP)**

Occasionally, it is unavoidable for an employee to be away from the job for an extended period of time. Employees with no accrued vacation may be granted reasonable leave without pay as approved by the President. Leave without pay is a privilege and granted solely at the discretion of the company. The amount of leave without pay granted to any employee will be at the discretion of the President. All company privileges including pass privileges are suspended during this period. Employee and airport I.D. (if applicable) must be returned when employees are on extended LWOP. NOTE: There is no vacation or sick leave accrued during LWOP.

#### **BEREAVEMENT LEAVE**

Colgan Air grants time off as requested without the loss of pay, between and including the day of the death and the day of the funeral, not to exceed three (3) days in his/her regularly scheduled work week for the death of spouse, father, stepfather, mother, stepmother, brother, stepbrother, sister, stepsister, child, grandparents, grandchild, or the death of the father or mother of the employee's spouse. Bereavement Leave will be granted to Full Time employees with at least 90 days of employment. If additional time off is needed, employees may use accrued vacation or leave without pay as approved by their immediate supervisor.

### **MILITARY LEAVE (SHORT TERM)**

Employees who are members of the Armed Forces of the United States or National Guard will be granted time off for training duty, emergency service or active duty.

An application for leave must be submitted to the employee's supervisor at least 30 days prior to requested leave.

Written notification of induction or orders to report to duty along with the effective date of the leave of absence and the last day of work must be provided to the employee's supervisor. Time off granted for military service shall be without pay. However, an employee may use any available vacation time they have accrued.

### **FAMILY AND MEDICAL LEAVE ACT OF 1993**

Eligible employees are permitted to take up to twelve (12) weeks of unpaid leave during a twelve (12) month period measured backward from the date an employee uses any FMLA leave for the following reasons: (1) the birth of a child or placement of a child with the employee for adoption or foster care; (2) the care of a spouse, child or parent with a serious health condition; or (3) a serious health condition of the employee that renders the employee unable to perform the functions of his or her job. Leave taken under this policy may be taken intermittently, in separate blocks of time, or on the basis of a "reduced leave schedule" under which an employee's working hours are reduced. Leave taken under this policy will be counted against the employee's annual Family and Medical Leave Act entitlement.

**Eligibility**-In order to be eligible for leave under this policy, employees must have been employed by the Company for at least one (1) year of service, must have worked at least 1,250 hours during the twelve (12) months immediately preceding the leave, and must be employed at a worksite where fifty (50) or more employees are employed by the Company within seventy-five (75) miles of that worksite. For more information refer to Colgan Air's Family and Medical Leave Act Policy.

### **JURY DUTY**

An employee shall be granted time off and be paid his or her regular salary when called for Jury Duty or subpoenaed as a third party witness for up to five (5) days. Beyond 5 days employees may use their accrued vacation. The employee is expected to report to work if his/her services are required for less than half a day. Documentation must be provided to the Personnel Department verifying service on Jury Duty within 10 days of serving.

### **LUNCH BREAK**

Employees scheduled to work 6 hours or more in a day will be given one 30 minute, unpaid meal period during their shift. These employees shall also be given a paid 15-minute break during their shift.

Employees scheduled to work at least 4 hours, but less than 6 hours shall be given a paid 15-minute break.

Meal periods will be not less than 30 minutes.

Hourly employees must "clock " out and in for meal periods.

Employees may not accumulate unused meal periods or breaks to use as a basis for changing scheduled work hours.

Employees scheduled to work less than 4 hours are not entitled to a break.

If it is necessary due to operational needs for an hourly employee to work through their meal break, they must receive authorization from their supervisor as it may result in overtime.

### **DRESS CODE**

The manner in which an employee dresses and their overall appearance has a major impact on how Colgan Air Inc. is perceived. To the public, you as the employee are Colgan Air Inc. Proper attire and excellent grooming is required at all times.

Fashion fads such as nose rings, tongue posts, eyebrow posts etc. or extreme hairstyles are not permitted.

**Station Personnel** – Colgan Air follows the US Airways Impressions of Excellence Policy. Employees are required to wear a company uniform, which is paid for by the employee. The employee is responsible for the cost of the uniform in full at time of shipment. However, as a courtesy, Colgan Air will pay in advance the amount owed and do a payroll deduction if requested by the employee. Specific information on uniform requirements and policies are in the US Airways Impressions of Excellence Policy.

**Flight Crewmembers** Colgan Air follows the US Airways Impressions of Excellence policy. Employees are required to wear a company uniform, which is paid for by the employee. The employee is responsible for the cost of the uniform in full at time of shipment. However, as a courtesy, Colgan Air will pay in advance of the amount owed and do a payroll deduction if requested by the employee. Specific information on

uniform requirements and policies are in the US Airways Impressions of Excellence Policy.

Reservations, dispatch, office and administrative personnel are required to dress in business attire. No jeans, sneakers, sweats or shorts are permitted. If an employee is not properly dressed, they may be sent home to change.

### **SHIFT/TRIP TRADES**

Shift/trip trading is a privilege provided to employees, which allows them the opportunity to take time off for personal or emergency reasons. Employees wishing to trade a shift/trip must request and receive approval from their supervisor. Approvals of shift/trip trade will be at the discretion of the supervisor and based on the business needs of the company. Hours worked on a shift trade will be paid at a straight rate not overtime.

For specific procedures for shift trading, please see your immediate supervisor. All areas may not be able to shift trade due to the nature of their work and the number of employees in their area.

### **RELOCATION**

Colgan Air full time employees who are transferred at the Company's request will be reimbursed as follows for relocation:

- One relocation trip for employee (and spouse) to consist of two days with one overnight, transportation (mileage reimbursed at prevailing rate), lodging, and meals.
- Cost of an appropriate sized rental vehicle to move personal belongings.
- Personal ground transportation to move family to new location at the prevailing mileage rate (one round trip).

All expenses must be pre-approved by the Vice President, Marketing and Personnel prior to the actual move. Two estimates are required on rental vehicles. Expenses that were not approved prior to move will not be reimbursed.

All approved expenses must be submitted on an Expense Report form to the Vice President, Marketing and Personnel for reimbursement.

The Company will not be responsible for damages incurred during the move.

Employees who transfer by their own request will not receive any compensation for the move.



### TRAVEL EXPENSES

All requests for reimbursement of travel expenses **must** be forwarded to the Accounting Department on a Colgan Air "Request for Reimbursement" form. The form must be completed in full **and signed by the employee's supervisor**.

Meals will be reimbursed at the following rate:

Breakfast	\$7.00
Lunch	\$10.00
Dinner	\$15.00

The Maximum reimbursement is \$32.00 per day. Receipts are not necessary for meals within the maximum allowance.

Receipts are required for other expenditures such as transportation, etc. Flight Crewmembers; refer to Flight Crewmember Policy.

Travel Expenses will not be paid unless:

- Employee must be on an overnight assignment at a location other than his/her assigned domicile.
- Duration of the overnight assignment must exceed 8 hours.
- The temporary duty must be required and assigned by the company.
- Mileage expenses are reimbursed at \$.32 per mile; reimbursement covers gasoline and basic wear and tear on the vehicle. Supervisor's approval is needed prior to using personal vehicle on business.
- Personal telephone calls, laundry and dry cleaning and other incidentals are not reimbursable.
- Employees traveling on company business must use the least expensive airport parking option. Employees will only be reimbursed at that rate. For example, at Washington-Dulles airport if an employee chooses to park in the daily instead of economy, they will be reimbursed at the economy-parking rate of \$6.00 per day.

### TRAINING

There may be times when an employee is required to attend mandatory training classes for more than their normal amount of scheduled hours. Employees will be expected to attend all mandatory training sessions as part of their continuing employment. Upon completion of the training, the employee will be required to work any scheduled hours remaining in the workweek. Employees will be compensated at their straight time rate for actual hours spent in training and travel time to and from their base. Training and travel time will not be used in the calculation of overtime.

Flight Crewmembers see the Flight Crewmember policies.



### AIRLINE PASS PRIVILEGES

All full-time or part-time employees and their immediate family are eligible for pass privileges on Colgan Air, Inc., and US Airways from his or her date of hire based on space available travel. The station manager or Interline Department can issue Employee Passes for travel on Colgan Air. Pass privileges on other airlines for personal travel will be made available on airlines which have pass agreements with Colgan Air, Inc., based on the airlines eligibility rules. Employees are required to complete an Employee Travel Application and pay a minimum of \$5.00. ***Falsification of information will result in disciplinary action up to and including termination.*** Airlines differ on their pass agreements. *Refer to the Employee Travel Manual packet* for more information. In no case is spaces reserved for pass riders and under no circumstances are reservations to be made by the employee on any airline while riding on a pass.

Employees traveling on company business contact the Interline Manager to arrange your travel plans at least three business days in advance.

Requests for passes on Airlines not listed in your pass information packet must be made through the Colgan Air Interline Department using a Employee Transportation Request Form, not through station managers, (station managers may issue employees passes on Colgan Air, airlines listed in the pass information packet and AirTran), or any other source unless prior approval is received. Violation of this policy will result in termination of the employee's pass privileges for personal travel and may result in the termination of the employee.

Colgan Air employees are to dress appropriately when riding non-revenue on Colgan Air flights as well as other carriers extending pass privileges. It is the employees responsibility that pass-riding family members be made aware of the rules of non-revenue travel.

### EVALUATION

Employees are hired on a six-month probationary period. At the completion of this period the employee's immediate supervisor will conduct an evaluation of the employee's performance. Evaluation will be done each year thereafter on the employee's anniversary date.

### FURLOUGH/LAYOFF

If it should become necessary for the Company to reduce employment levels due to economic or unforeseen business conditions, it will do so based on location and performance of the employees at the affected location.

A furlough of less than 90 calendar days is considered temporary. If the employee is recalled and begins to work on or before the 90th day following the furlough date, then

that employee will retain all Company seniority accrued prior to the furlough date. Employees on a furlough status will continue to accrue Company seniority for pay and benefits purposes for the first 30 days of furlough.

Upon return from furlough status in excess of 30 days an employee will have their seniority date adjusted accordingly.

If an employee has not returned to active status on or before the 90th day following their furlough date, that employee's furlough status will become a termination.

When on furlough status, an eligible employee may elect to continue their medical insurance coverage by paying the full cost of the premiums. For additional information on continuing insurance coverage please contact the Personnel Department.

### **SEPARATION**

As an employee, of Colgan Air Inc., you serve as an employee at will. You retain the right to terminate the employment relationship between yourself and Colgan Air, Inc. at any time, without notice or cause. Colgan Air, Inc. retains the same right.

US Airway Express I.D., airport security badges, company manuals and other company property must be returned to the Personnel Department or station manager within (24) hours of the date of separation.

An employee may not extend their employment by using vacation time.

As a resigning employee, in order to be considered for re-hire with Colgan Air, you must have given the Company two weeks written notice. All unused airline passes and buddy passes must be turned in to the Personnel Department prior to your last day. Any expense reports must be turned in prior to your last day. An employee who fails to return their US Airway Express I.D. will have \$100.00 liquidated damages deducted from their final paycheck.

ALGEMIS  
RISK DETAIL REPORT

CLIENT	ACCOUNT	POLICY	CONTRACT PERIOD	VALUATION DATE	REPORT DATE	PAGE		
1400570	1400570	002680100 WC	12/01/02 - 12/01/03	03/31/05	03/31/05	14		
COLGAN AIR, INC.	COLGAN AIR, INC.	COLGAN AIRWAYS						
LOSS DATE	OFF CLAIMANT NAME	STATE	COMP	MEDICAL	ALLOCATED	TOTALS	SALVAGE	TOTAL
RPT. DATE	CASE NOCI	OCCUPATION	BI	PROPERTY	EXPENSE		SUBRO	INCURRED
STATUS	SYM	ACCIDENT DESCRIPTION					OTHER	
LOSS TYPE	INJURY DESCRIPTION							
8/26/03	456 KNABE SCOTT	MA						
8/27/03	084833 07403 PILOT/CAPT							
CLOSED	001 MALE AGE - 39 SS# - 279-70-5243							
3/30/04	159							
WC-IND	PLEASE CALL, UNDER INVESTIGATION							
	DEATH							
8/26/03	456 DEAN, YISER	MA						
8/27/03	084835 07403 PILOT/FO							
OPEN	001 MALE AGE - 38 SS# - 572-27-0673							
159								
WC-IND	PLEASE CALL, STILL UNDER INVESTIGATION							
	DEATH							
8/28/03	456 GRINDLE MAY	ME						
8/28/03	084887 07403 CUSTOMER SERVICE AGENT							
CLOSED	001 FEMALE AGE - 47 SS# - 572-90-7352							
6/16/04	159							
WC-MED	WHILE LOADING BAGS ON AIRCRAFT, PULLED S							
	OMETHING IN ELBOW OF LEFT ARM.							
	STRAIN							
8/30/03	016 HART SUSAN	ME						
9/05/03	166624 07403 FLIGHT ATTENDAN							
CLOSED	001 FEMALE AGE - 29 SS# - 184-68-5779							
3/09/04	067							
WC-IND	EMPLOYEE WAS WALKING ON THE TARMAC. THERE							
	WAS A LARGE CRACK/HOLE IN THE PAVEMENT. THE HEAL OF HER SHO							
	SPRAIN TO FOOT. CH							

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**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MASSACHUSETTS**

YISEL DEAN, Administratrix of the Estate )  
of STEVEN DEAN, deceased, et al., )

Plaintiff, )

vs. )

RAYTHEON COMPANY, et al., )

Defendants. )

Case No.: 05 CV 10155 PBS

**JOINT AGREED STIPULATIONS OF FACT**

COMES NOW the Plaintiff, by counsel, and the Defendant, Colgan Air, Inc. ("Colgan"), by counsel, pursuant to this Court's rulings on July 27, 2005, and respectfully submit this Joint Agreed Stipulations of Fact with regard to Colgan's Motion to Dismiss. In support thereof, the Plaintiff and Colgan state as follows:

1. Steven Dean, the Plaintiff's decedent, was employed by Colgan starting October 4, 2002. At all times during his employment with Colgan, the Plaintiff and the Plaintiff's decedent were residents of Texas. The home, mailing, and residential address of the Plaintiff and Plaintiff's decedent was 841 S. Eules Main, Apt. #250, Eules, Texas 76040.

2. Beginning in July, 2003, the Plaintiff's decedent worked out of and was supervised from Colgan's base in Hyannis, Massachusetts (HYA). See Exhibit 1 (Flight records and monthly bid charts from July and August, 2003), Exhibit 2A and 2B (Wage and Tax Register with Hyannis base code (500211)), and Exhibit 3 (payroll Master Control statement reflecting base in Massachusetts for July and August, 2003). Prior to being based in Hyannis, Mr. Dean was based at Presque Isle, Maine (PQI). See Exhibit 4

(Flight records and monthly bid charts from April, May, and June, 2003). While based in Hyannis, on some nights Mr. Dean stayed at the Hyannis Radisson hotel, which was paid for by Colgan. Exhibit 5.

3. Colgan did not require its pilots to establish a residence or address at or near any assigned duty station. Exhibit 6, p.2-8 (Flight Crewmember Policy Handbook). The Plaintiff's decedent was not violating any Colgan work rules or FAA regulations by having his residence in Texas. However, failure to make an assigned flight sequence was treated as a "No Show," subjecting the pilot to discipline. Exhibit 6, p.2-3. When commuting by air, Mr. Dean was required to report in base 3 hours prior to departure. Exhibit 6, p. 2-8.

4. During the course of his employment with Colgan, the Plaintiff's decedent was assigned flights to and from the following states: Virginia, New Hampshire, Pennsylvania, Rhode Island, Vermont, New York, Massachusetts and Maine. Mr. Dean bid on flight sequences among the options available to him and was assigned flight sequences based on the needs of Colgan and Mr. Dean's bid requests within these Colgan options. Beginning in July, 2003 when Mr. Dean was based in Hyannis, all his flight sequences began in Hyannis and ended the same day in Hyannis. Exhibit 1.

5. The Plaintiff's decedent received \$750.00 in gross wages every two weeks. See Exhibit 7 (earnings statements). Colgan's payment record for the Plaintiff's decedent is attached as Exhibit 8.

6. Prior to and on August 26, 2003, under Mass. G.L. ch. 152 § 25A, Colgan provided workers' compensation insurance in Massachusetts for its employees working out of its base in Massachusetts. See Exhibit 9.

7. Colgan provided workers' compensation insurance for the Plaintiff's decedent pursuant to Massachusetts law. See Exhibit 10 (record of covered employees from Massachusetts workers' compensation insurer) and Exhibit 11, p2 (Employer's

Report of Industrial Injury reflecting all states, including Massachusetts, where Colgan had workers' compensation insurance).

8. Colgan had no business operations in Texas prior to and on August 26, 2003, and its flight operations at that time were limited to primarily the mid-Atlantic and New England areas.

9. According to the Employer's Report of Industrial Injury, prior to and on August 26, 2003, Colgan did not have workers' compensation insurance in Texas. Exhibit 11, p2.

10. The Plaintiff's decedent did not apply for or complete any applications or statements with regard to workers' compensation benefits.

11. Colgan notified its workers' compensation carrier of Mr. Dean's death.

12. Colgan completed the Proof of Loss Claim Statement. See Exhibit 11 (Massachusetts workers' compensation claim).

13. The Plaintiff did not complete or sign any workers' compensation application or the Proof of Loss Claim Statement.

14. The Plaintiff received a notice of Health Benefits Continuation Plan for Wachovia Insurance Services, attached as Exhibit 12.

15. The employee benefit travel privileges of the Plaintiff's decedent on US Airways, attached as Exhibit 13, listed his address as Euless, Texas.

16. Colgan's Employee Handbook, attached as Exhibit 14, states only the following about worker's compensation:

Employees are protected under the provisions of worker's compensation insurance at no cost to the employee. In the event an employee is injured on the job, the employee is required to report it immediately to the Supervisor on duty. The Supervisor must then report the accident to the Workers Comp Administrator within 24 hours. A "Personal Injury" form must be completed.

17. There are no other statements about worker's compensation in the Employee Handbook.

18. The Colgan Air Employee Handbook lists items which are included in a worker's personnel file—items according to the handbook to which an employee has input and access, as follows:

**PERSONNEL FILES**

The purpose of personnel files is to maintain an accurate record of each employee's history and current employment status with Colgan Air. Company forms, documents and correspondence relevant to an employee's status are maintained and protected in the permanent file.

Each employee has the responsibility of ensuring that his or her records are current. The Personnel Department must be notified of any changes to the following:

1. Name
2. Address
3. Telephone Number
4. Dependents
5. Marital Status
6. Insurance Beneficiary
7. Health Insurance Status
8. Contact in Case of Emergency
9. Withholding Tax Information (W-4)

The records maintained in the personnel file are company property. Employees wishing to review their records must make prior arrangements with the Personnel Department.

[Colgan Air Employee Handbook Section II-1]

19. From the time Plaintiff's decedent was hired by Colgan, he was never relocated or transferred by Colgan, but his assigned base was changed from Presque Isle, Maine to Hyannis, Massachusetts in July, 2003.



20. The allegedly negligent acts of Colgan occurred in Massachusetts. See Complaint at ¶79.

21. The Plaintiff's decedent sustained fatal injuries in Massachusetts as a result of Colgan's alleged negligence. See Complaint at ¶ 82.

22. The Plaintiff's decedent's fatal injuries were compensable pursuant to Mass. G.L. ch. 152 § 26.

23. The Plaintiff could obtain an award of benefits pursuant to the Massachusetts Workers' Compensation Act for the death of the Plaintiff's decedent.

24. Colgan's Massachusetts workers' compensation insurance is paying benefits to Plaintiff herein as a result of the death of her husband. See Exhibit 15 (insurer's payment screen).

Dated: October 12, 2005

YISEL DEAN  
By her attorneys,

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By its attorneys,

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**CERTIFICATE OF SERVICE**

I hereby certify that on the 12<sup>th</sup> day of October, a true and correct copy of the above and foregoing JOINT AGREED STIPULATION OF FACTS, was sent in the United States mail, postage prepaid and properly addressed to the following attorneys of record who do not receive service via electronic filing.

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